

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON (14842)

Where Assigned: LOS ANGELES  
(Division) (Section, Unit)

Official Position Title: SPECIAL AGENT, GS-12

Rating Period: from APRIL 1, 1962 to MARCH 31, 1963

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

MRD

Rated by: Charles F. Ogden SUPERVISOR 3/31/63  
Signature Title Date

Reviewed by: W. B. Arman SPECIAL AGENT 3/31/63  
Signature Title Date

Rating Approved by: W. P. Callahan Assistant Director APR 17 1963  
Signature Title Date

### TYPE OF REPORT

(x) Official  
(X) Annual

( ) Administrative  
( ) 60-Day  
( ) 90-Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

39  
10 APR 18 1963

REC-141

107-241431

APR 16 1963

89  
48

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.  
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSON (14842) Title SPECIAL AGENT, GS-12  
 Rating Period: from 4/1/62 to 3/31/63

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:  
+ Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

### Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |  |  |
|--|--|
| <p><u>E</u> (1) Personal appearance.</p> <p><u>E</u> (2) Personality and effectiveness of his personal contacts.</p> <p><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>E</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>E</u> (5) Resourcefulness and ingenuity.</p> <p><u>✓</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</p> <p><u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>E</u> (9) Planning ability and its application to the work.</p> <p><u>E</u> (10) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (11) Industry, including energetic, consistent application to duties.</p> <p><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</p> <p><u>E</u> (14) Technical or mechanical skills.</p> <p><u>E</u> (15) Investigative ability and results:       <ul style="list-style-type: none"> <li><u>O</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>E</u> (c) Fugitive cases</li> <li><u>E</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> </p> <p><u>✓</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.</p> <p><u>+</u> (18) Development of informants and sources of information.</p> <p><u>E</u> (19) Reporting ability:       <ul style="list-style-type: none"> <li><u>E</u> (a) Investigative reports</li> <li><u>O</u> (b) Summary reports</li> <li><u>E</u> (c) Memos, letters, wires</li> </ul>       (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.)     </p> <p><u>E</u> (20) Performance as a witness.</p> <p><u>O</u> (21) Executive ability:       <ul style="list-style-type: none"> <li><u>O</u> (a) Leadership</li> <li><u>✓</u> (b) Ability to handle personnel</li> <li><u>✓</u> (c) Planning</li> <li><u>✓</u> (d) Making decisions</li> <li><u>✓</u> (e) Assignment of work</li> <li><u>✓</u> (f) Training subordinates</li> <li><u>✓</u> (g) Devising procedures</li> <li><u>✓</u> (h) Emotional stability</li> <li><u>✓</u> (i) Promoting high morale</li> <li><u>✓</u> (j) Getting results</li> </ul> </p> <p><u>✓</u> (22) Ability on raids and dangerous assignments:       <ul style="list-style-type: none"> <li><u>O</u> (a) As leader</li> <li><u>✓</u> (b) As participant</li> </ul> </p> <p><u>E</u> (23) Organizational interest, such as making of suggestions for improvement.</p> <p><u>E</u> (24) Ability to work under pressure.</p> <p><u>E</u> (25) Miscellaneous. Specify and rate:       <ul style="list-style-type: none"> <li><u>E</u> Dictation ability</li> </ul> </p> |
|--|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Criminal

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)
- E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT EMPLOYEE'S INITIALS MRA.  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

MARCH 31, 1963

PART I - GENERAL COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY

SA ANDERSON presents an excellent appearance and is pleasant and affable in his contacts with persons in connection with his work..

2. ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS

SA ANDERSON handles complicated investigative matters with a minimum of supervision.

3. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS

During this rating period SA ANDERSON has been used on raids and dangerous assignments as a participant and he is capable of handling this type of assignment.

4. ANY LIMITATIONS ON AVAILABILITY; ANY PHYSICAL LIMITATIONS AFFECTING PERFORMANCE

NA

5. INCENTIVE AWARDS AND COMMENDATIONS  
(SUMMARY, NOT VERBATIM)

NA

Employee's Initials MRA



6. TYPES OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE

During the period 4/1/62 to 6/29/62, SA ANDERSON was assigned as a Resident Agent at Spokane, Washington, and handled a road trip territory out of that Resident Agency. During this time he handled all matters in that territory within the Bureau's jurisdiction. Since being assigned at Los Angeles on 7/9/62, he has been assigned to Criminal Squad 8, where his work has been primarily handling ITSMV matters. He has handled an above-average caseload and since his arrival at Los Angeles has located three fugitives and reported two convictions.

PART II - SPECIFIC COMMENTS

1. JUSTIFICATION FOR ANY MINUS RATINGS GIVEN

NA.

2. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE

NA.

3. PARTICIPATION IN INFORMANT PROGRAMS

Since being assigned to the Los Angeles Office, SA ANDERSON has participated wholeheartedly in the Criminal Informant Program. He is currently handling four PCI's. He appreciates the value of this program.

4. TESTIFYING EXPERIENCE AND ABILITY

During this rating period SA ANDERSON has testified before the Federal Grand Jury on numerous occasions. He has not had the opportunity to testify in U. S. District Court during his assignment at Los Angeles. However, he has, in the past, testified in Federal Court.

Employee's Initials MRA

5. DISCIPLINARY ACTION

NA

6. ACCOUNTING INFORMATION

NA

7. POLICE INSTRUCTION

NA

8. SOUND TRAINING

NA

9. RESIDENT AGENTS

NA

Employee's Initials MRA

10. FOREIGN LANGUAGE ABILITY NA

Language in which proficient \_\_\_\_\_  
 Completed language school \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
 Fluent in \_\_\_\_\_ Language to extent Agent can  
 handle typical investigative problems as follows:  
 1) conversation form - Yes \_\_\_\_\_ No \_\_\_\_\_  
 2) written form - Yes \_\_\_\_\_ No \_\_\_\_\_

(Evaluate language proficiency in each phase as Excellent,  
 Very Good, Good, Fair or Unsatisfactory)

<u>Name of Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Understand</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Frequency \_\_\_\_\_ Language ability was  
 used during the rating period:

11. ADMINISTRATIVE ADVANCEMENT:

- a) Agent is interested in administrative advancement -  
 Yes X No \_\_\_\_\_
- b) Agent is completely available for administrative  
 advancement - Yes X No \_\_\_\_\_
- c) Agent is considered completely qualified at present  
 for administrative advancement, including experience,  
 ability, personality and appearance - Yes \_\_\_\_\_ No X
- d) If answer to (c) is "yes," consider qualifications  
 very good \_\_\_\_\_, excellent \_\_\_\_\_, outstanding \_\_\_\_\_.
- e) If answer to (c) is "no," Agent has potential for  
 future administrative advancement. - Yes \_\_\_\_\_ No X  
 (If applicable, explanatory comments required.)

At the present time, SA ANDERSON has not demonstrated any  
 ability as an administrator, other than that of fulfilling  
 his responsibilities as an agent. It is felt his greatest  
 potential is as an investigator.

Employee's Initials MRA  
 CFO:jss

***In Reply, Please Refer to  
File No.***

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA Merton R. Anderson	3/16/63	Los Angeles

Name (primary beneficiary; use given first name if female)	Relationship
Lois S. Anderson	Wife

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
[REDACTED]	[REDACTED] b6

Address b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

အိမ်အုပ်အုပ်

Name (primary beneficiary; use given first name if female)	Relationship
Lois S. Anderson	Wife

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Merton R. Anderson  
Special Agent

Payment Received  
Special Agents Insurance Fund

APR 2 1963

RECORDED  
J. Edgar Hoover, Director  
JAN 10 1933

1. Agency and organizational designations <b>FBI</b>						2. Payroll period		3. Block No.		4. Slip No.		
5 Employee's name (and social security account number when appropriate) <b>#14842 MR. MERTON R. ANDERSON SA</b>						6 Grade and salary <b>GS 12 Step 3 \$10,105</b>						
<b>PAYROLL CHANGE DATA</b>												
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.	HEALTH BENEFITS	NET PAY
7. Previous normal												
8. New normal												
9. Pay this period												
10. Remarks: <b>Work is of an acceptable level of competence.</b>								11. Appropriation(s)		12. Prepared by		
										13. Audited by		
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase _____												
14 Effective date <b>2-17-63</b>		15. Date last equivalent increase <b>2-18-62</b>		16. Old salary rate <b>\$9790</b>		17. New salary rate <b>\$10,105</b>		18. Performance rating is satisfactory or better.  <div style="text-align: right;"> <i>J. E. Moore</i>            (Signature or other authentication)         </div>				
19 LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):  <input checked="" type="checkbox"/> No excess LWOP    Total excess LWOP _____								(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period <input type="checkbox"/> In LWOP status at end of waiting period				
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>NOT RECORDED</b>  <b>20 FEB 12 1963</b> </div>								<b>mbh</b> Initials of Clerk				

RLG-1/5

✓8

SAC. Los Angeles *FD.*

January 11, 1963

Director, FBI

PERSONAL ATTENTION

SPECIALIZED TRAINING

In accordance with recommendations in your letter of 1-4-63, the following Agents are being listed for consideration for specialized training: SAs Richard B. George and James E. Ethridge for Defensive Tactics and Firearms School; SAs James A. Norton, Robert E. Kertin, Robert H. Matheson, Jr., and Robert J. Barry for General Police Instructors School; SAA Harry A. Kerley, SAs Theodore J. A'Hearn, Philip P. Hanlon, Lanford L. Blanton, and Robert W. Rathke for Administrative School; SAs Merton R. Anderson, and Lester M. Ledbetter for Interstate Transportation of Stolen Motor Vehicle School; SAs Gerald F. Lonergan, Joseph G. Davis, and Willie R. White for Interstate Transportation of Stolen Property School; SAs John Edward Dailey and Jack D. Suttle for Crime on Government Reservation--Theft of Government Property School; SAs Tobias E. Matthews, Jr., and William D. Costigan for Kidnap School; SAs James McCauley and James E. Hoffer for Bank Robbery School; SAs George E. Bland, Robert F. Jacobs, Richard K. Schwab, and Robert E. Russell for Criminal Intelligence School; and SAs Donald L. Allen, Henry L. Burgett, Aldo A. Giannecchini, Raymond T. Spruill, and John D. Wallace for Fugitive School.

These Agents should not be scheduled for any type of in-service training pending final Bureau approval.

*ms*

LLD:ves *ms*

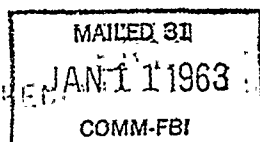
(5)

1 - Movement Unit

1 - Training Division *bl. 33*

*CRD*  
*VIC*

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Casper \_\_\_\_\_
- Callahan \_\_\_\_\_
- Conrad \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Evans \_\_\_\_\_
- Gale \_\_\_\_\_
- Rosen \_\_\_\_\_
- Sullivan \_\_\_\_\_
- Tavel \_\_\_\_\_
- Trotter \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holmes \_\_\_\_\_
- Gandy \_\_\_\_\_



*33*  
*W. C. ...*

*Spencer*

*Dec*

MAIL ROOM ☐ TELETYPE UNIT ☐

*31 Jan 24 1963*

*LRD*

(Field Office or Division)

*Los Angeles*

(Date)

*November 30, 1962*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

In continuing my employment in the Federal Bureau of Investigation, United States Department of Justice, I hereby agree that I will be governed by the following provisions.

1. That the strictly confidential character of any and all information secured by me or coming to my attention in connection, directly or indirectly, with my work as an employee of this Bureau, or the work of other employees of which I may become cognizant, is fully understood by me; and that neither during my tenure of service with the Federal Bureau of Investigation, nor at any time, will I violate this confidence nor will I divulge any information of any kind or character whatsoever that may become known to me to persons not officially entitled thereto, recognizing applicability to me of penalty provisions in case of any violation by me.
2. That information referred to in Item 1 above includes but is by no means limited to information in the interests of the defense of the United States marked "Top Secret," "Secret," or "Confidential," and that Department of Justice regulations provide specifically for penalty applicable to me for any violation of Executive Order 10501, the basic authority for safeguarding such information, as follows: "Any officer or employee who violates any provision of Executive Order No. 10501, as amended, or of these regulations shall be subject to appropriate disciplinary action. Prompt and stringent administrative action shall be taken against any officer or employee determined to have been knowingly responsible for any release or disclosure of classified defense information or material except in the manner authorized by these regulations. Whenever a violation of criminal statutes may be involved in a deliberate unauthorized release or disclosure of classified defense information, criminal prosecution, in an appropriate case, shall also be instituted."

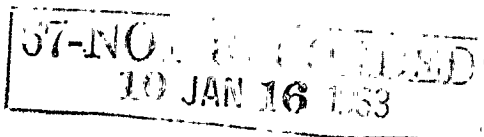
I further certify that the conditions specified herein are agreeable to me, and that I continue as an employee of the Federal Bureau of Investigation with a full knowledge of the conditions above set forth.

Very truly yours,

*Merton R. Anderson*

(Signature and Title of Position)

*Special Agent*



SAC, Los Angeles

November 29, 1962

Director, FBI (65-629-20)

URGENT 11/29/62 - LOS ANG 105

Reurlet 11/26/62.

You are authorized to furnish SA Paul A. Gibbs and SA Herton R. Anderson with access to the Code book and possession of key to the Code book for the month of December, 1962.

ADDENDUM FOR YELLOW:

Personnel files of above-mentioned agents reviewed 11/29/62 and satisfactory.

- 1 - Personnel file of SA Paul A. Gibbs
- ① - Personnel file of Herton R. Anderson

GTB:1bg  
(9)

DUPLICATE YELLOW

42





**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

OCT 1 1962

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA Merton R. Anderson  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name (primary beneficiary) <b>Lois S. Anderson</b>	Relationship <b>Wife</b>	Date <b>9/10/62</b>
Address [Redacted]		
Name (contingent beneficiary, if desired) [Redacted]	Relationship [Redacted]	Date <b>9/10/62</b> <b>b7c</b>
Address [Redacted]		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary) <b>Lois S. Anderson</b>	Relationship <b>Wife</b>	Date <b>9/10/62</b>
Address [Redacted]		
Name (contingent beneficiary, if desired) [Redacted]	Relationship [Redacted]	Date <b>9/10/62</b>
Address [Redacted]		

Very truly yours,

*Merton R. Anderson*  
Special Agent **Merton R. Anderson**

67-NOT RECORDED

7 OCT 1962

61

3-annul



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

JUL 31 1962

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA Merton R. Anderson  
(Type or print plainly)

Dear Sir:

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Name (primary beneficiary)	Relationship	Date
Lois S. Anderson	Wife	7/11/62

Address

Name (contingent beneficiary, if desired)	Relationship	Date

Address

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary)	Relationship	Date
Lois S. Anderson	Wife	7/11/62

Address

Name (contingent beneficiary, if desired)	Relationship	Date

Address

**67-NOT RECORDED  
AUG 28 1962**

Very truly yours,

*Merton R. Anderson*  
Special Agent Merton R. Anderson

b6  
b7C

3-P-66

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON, Employee No. 14842

Where Assigned: Seattle Resident Agency, Spokane, Washington  
(Division) (Section, Unit)

Official Position Title: Special Agent, GS-12

Rating Period: from 4/1/62 to 6/29/62

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

MRP

Rated by: [Signature] Special Agent 6/29/62  
Signature Title Date

Reviewed by: [Signature] Special Agent 6/29/62  
Signature Title Date

Rating Approved by: [Signature] Assistant Director JUL 6 1962  
Signature Title Date

### TYPE OF REPORT

( ) Official  
( ) Annual

REG-142

(x) Administrative  
( ) 60-Day  
( ) 90-Day  
(x) Transfer  
( ) Separation from Service  
( ) Special


67-211451-88  
JUL 15 1962

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6-17-82

JUL 5 1982



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(For use as attachment to Performance Rating Form No. FD-185)

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~~O~~ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <del>E</del> (1) Personal appearance.   | <del>✓</del> (17) Firearms ability.   |
| <del>E</del> (2) Personality and effectiveness of his personal contacts.  | <del>✓</del> (18) Development of informants and sources of information.   |
| <del>+</del> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <del>E</del> (19) Reporting ability: <ul style="list-style-type: none"> <li><del>E</del> (a) Investigative reports</li> <li><del>O</del> (b) Summary reports</li> <li><del>E</del> (c) Memos, letters, wires</li> </ul> (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.)   |
| <del>E</del> (4) Physical fitness (including health, energy, stamina).  | <del>E</del> (20) Performance as a witness.   |
| <del>E</del> (5) Resourcefulness and ingenuity.   | <del>O</del> (21) Executive ability: <ul style="list-style-type: none"> <li><del>✓</del> (a) Leadership</li> <li><del>✓</del> (b) Ability to handle personnel</li> <li><del>✓</del> (c) Planning</li> <li><del>✓</del> (d) Making decisions</li> <li><del>✓</del> (e) Assignment of work</li> <li><del>✓</del> (f) Training subordinates</li> <li><del>✓</del> (g) Devising procedures</li> <li><del>✓</del> (h) Emotional stability</li> <li><del>✓</del> (i) Promoting high morale</li> <li><del>✓</del> (j) Getting results</li> </ul> |
| <del>✓</del> (6) Forcefulness and aggressiveness as required.   | <del>✓</del> (22) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <li><del>O</del> (a) As leader</li> <li><del>✓</del> (b) As participant</li> </ul>   |
| <del>E</del> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.   | <del>E</del> (23) Organizational interest, such as making of suggestions for improvement.   |
| <del>✓</del> (8) Initiative and the taking of appropriate action on own responsibility.   | <del>E</del> (24) Ability to work under pressure.   |
| <del>E</del> (9) Planning ability and its application to the work.  | <del>E</del> (25) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> <li><del>E</del> Dictation ability</li> </ul>   |
| <del>E</del> (10) Accuracy and attention to pertinent detail.   |   |
| <del>+</del> (11) Industry, including energetic, consistent application to duties.  |   |
| <del>E</del> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.   |   |
| <del>E</del> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.   |   |
| <del>E</del> (14) Technical or mechanical skills.   |   |
| <del>E</del> (15) Investigative ability and results: <ul style="list-style-type: none"> <li><del>O</del> (a) Internal security cases</li> <li><del>E</del> (b) Criminal or general investigative cases</li> <li><del>E</del> (c) Fugitive cases</li> <li><del>E</del> (d) Applicant cases</li> <li><del>O</del> (e) Accounting cases</li> </ul> |   |
| <del>✓</del> (16) Physical surveillance ability.  |   |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

resident agentB. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)
- E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

MAA

Seattle, Washington  
June 29, 1962

RE: MERTON R. ANDERSON  
SPECIAL AGENT, GS-12

SA ANDERSON is a resident agent at Spokane, Washington, and he handles a road trip territory out of that resident agency, in which he handles all matters within the Bureau's jurisdiction. In addition he devotes the balance of his time to applicant-type cases.

He handles a satisfactory volume of work, which is done with proper attention to deadlines. He makes a neat, clean-cut, businesslike appearance. He is pleasant and affable and extremely devoted to the Bureau. He is available for all assignments, and is capable of participating in raids and other dangerous assignments under proper supervision.

He has no known physical limitations affecting his work. His reports, letters and memoranda are prepared in a satisfactory manner. He is able to handle the more complicated investigative matters under appropriate supervision.

During the months of April and May he has opened an average number of new cases, closed an above average number and devoted a maximum amount of time to investigative efforts. He has accomplished no statistical results during the rating period.

MEA  
Employee's initials

PART II: SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given:

NA

2. Experience and Ability as Inspector's Aide:

NA

3. Participation in Informant Programs:

SA ANDERSON spent 17 hours and 19 hours and 16 minutes respectively in the months of April and May in development of potential criminal informants. Further, he opened 1 new PCI in May. His work has been satisfactory.

4. Testifying Experience and Ability:

SA ANDERSON has had extensive experience in testifying in federal court and before a U. S. Commissioner and should make a good witness on every occasion.

5. Disciplinary Action:

NA

6. Accounting Information:

NA

7. Police Instruction:

NA

SMRA  
Employee's initials

8. Sound Training:

NA

9. Resident Agents:

SA ANDERSON has, in addition to handling his investigative assignments in the road trip territory in the resident agency city, handled the liaison work with the Washington State College in Pullman, Washington. His attitude is particularly good and his work is entirely satisfactory.

10. Foreign Language Ability: NA

a) Specific language(s) in which proficient:

b) Did Agent complete language school? Yes \_\_\_\_\_ No \_\_\_\_\_

c) Is Agent fluent to extent he can handle typical investigative problems in:

Conversation form \_\_\_\_\_

Written form \_\_\_\_\_

d) Rating: Excellent Very Good Good Fair Unsatisfactory

Read:

Write:

Speak:

Understand:

3.

SMA  
Employee's initials



11. Administrative Advancement:

- a) Is Agent interested in administrative advancement?  
Yes   X   No
- b) Is Agent completely available for administrative advancement? Yes   X   No
- c) Is Agent considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance? Yes        No   X
- d) Qualifications: Very Good        Excellent         
Outstanding
- e) If answer to (c) is "NO", does he have potential for future administrative advancement? Yes        No   X

SA ANDERSON has not demonstrated any ability as an administrator other than that in fulfilling his responsibilities as a resident agent. His greatest potential in my opinion lies in the investigative field.

RATING: EXCELLENT

MPA

Employee's initials

May 29, 1962

**Mr. Merton R. Anderson**  
**Federal Bureau of Investigation**  
**Seattle, Washington**

Dear **Mr. Anderson:**

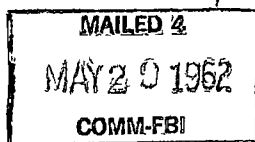
Your headquarters are changed from **Spokane, Washington,** to **Los Angeles, California,** effective upon your arrival there on or after this date. This change is made for official reasons and you will be allowed transportation expenses and per diem at the rate of \$16.00 per day within the U. S., \$6.00 per day for air travel, rail travel, and ocean travel by steamship outside the continental limits of the U.S., transportation expenses for your immediate family, and transportation cost of household goods and personal effects as provided for in Public Law 600 dated August 2, 1946, and Executive Order 9805, dated November 25, 1946, as amended. You are authorized to use your privately owned automobile and you will be reimbursed at the rate of ten cents per mile plus incidental expenses, not to exceed the cost by common carrier over the most direct route for all persons officially traveling therein. Should your dependents travel separate and apart from you, expenses will be allowed under the same conditions as above.

REC-133

67-241457-87	
Searched	Numbered
8 MAY 31 1962	

Enclosure

ENCLOSURE



Very truly yours,

*J. Edgar Hoover*  
 John Edgar Hoover  
 Director

1 - SAC Los Angeles

1 - SAC Seattle Expedite transfer and advise by letter within 48 hours  
 departure and arrival dates.

1 - Payroll Distribution

*Doc*  
*DS*

Tolson \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Callahan \_\_\_\_\_  
 Conrad \_\_\_\_\_  
 DeLoach \_\_\_\_\_  
 Evans \_\_\_\_\_  
 Malone \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Sullivan \_\_\_\_\_  
 Tavel \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Tele Room \_\_\_\_\_  
 Holmes \_\_\_\_\_  
 Gandy \_\_\_\_\_

bhd (6)

MAIL ROOM ☒ TELETYPE UNIT ☐



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

TO: Movement Unit  
Administrative Division

Date: 5/25/62

Prepare the necessary orders transferring the following Special Agent.  
Departure of Agents to new offices of assignment should be expedited.

NameFromToMERTON R. ANDERSON

Spokane, Washington  
(Seattle Office)

Los Angeles

Anderson is in his second office. Additional Agent as replacement needed in Los Angeles, which is not one of Anderson's offices of preference. Seattle received replacement by assignment of new Agent from Class #7 which completes training 6/22/62.

OFFICE OF THE  
ASSISTANT TO THE DIRECTOR

WSH:hif  
(2)

---

Transfer Orders Prepared:

5/29/62  
bnd

ENCLOSURE

3/3/62  
bnd

## PAST SAFE DRIVING RECORD CERTIFICATION

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL)

Anderson, Merton R.

DATE

5/7/62

DIVISION AND SECTION ASSIGNED

Seattle, Spokane RA

POSITION TITLE

Special Agent

THIS IS TO CERTIFY THAT I PRESENTLY ☒ HOLD ☐ ~~XXXXXX~~ A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.

PERMIT ISSUED BY:

(STATE, TERRITORY

POSSESSION, DISTRICT)

Washington

PERMIT NUMBER

A536-599-744-574

PERMIT EXPIRES

7/21/63

THIS IS AN UNRESTRICTED ~~RESTRICTED~~ PERMIT. (IF RESTRICTED, EXPLAIN BELOW)  
(STRIKE OUT ONE)THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY 50,000 MILES. DURING THIS TIME (A) I ☐ ~~XXXXXX~~ HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I ☐ ~~XXXXXX~~ HAVE NOT BEEN HELD AT FAULT\* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

\* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.

Merton R. Anderson

SIGNATURE OF OPERATOR

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL)

MILNES, J. E.

POSITION TITLE

Spec. Agent in Charge

DATE

5/11/62

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:



CONTINUOUS SAFE DRIVING RECORD



INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT \*\*

I CERTIFY THAT THIS EMPLOYEE IS:



QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.



NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:

31  
67-NOT RECORDED  
8 MAY 9 1962

J. E. Milnes

\*\* "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

J. E. Milnes

(SIGNATURE OF REVIEWING OFFICIAL)

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON, Employee No. 14842

Where Assigned: Seattle Resident Agency, Spokane, Wash.  
(Division) (Section, Unit)

Official Position Title: Special Agent, GS-12

Rating Period: from 4/1/61 to 3/31/62

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

MAA

Rated by: Wright M. Wells, Jr. Field Supervisor 3/31/62  
Signature Title Date

Reviewed by: [Signature] Special Agent in Charge 3/31/62  
Signature Title Date

Rating Approved by: [Signature] Assistant Director APR 20 1962  
Signature Title Date

TYPE OF REPORT

(x) Official  
(x) Annual

( ) Administrative  
( ) 60-Day  
( ) 90-Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

REC-136

211 51-85

2207

# NARRATIVE COMMENTS.

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle Special Agent, GS-12Rating Period: from 4/1/61 to 3/31/62

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- ☒ Outstanding (exceeding excellent and deserving of special commendation).  
☒ Excellent.  
☒ Satisfactory (good or very good).  
☒ Unsatisfactory.  
☐ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <p> <input checked="" type="checkbox"/> (1) Personal appearance.<br/> <input checked="" type="checkbox"/> (2) Personality and effectiveness of his personal contacts.<br/> <input checked="" type="checkbox"/> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/> <input checked="" type="checkbox"/> (4) Physical fitness (including health, energy, stamina).<br/> <input checked="" type="checkbox"/> (5) Resourcefulness and ingenuity.<br/> <input checked="" type="checkbox"/> (6) Forcefulness and aggressiveness as required.<br/> <input checked="" type="checkbox"/> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.<br/> <input checked="" type="checkbox"/> (8) Initiative and the taking of appropriate action on own responsibility.<br/> <input checked="" type="checkbox"/> (9) Planning ability and its application to the work.<br/> <input checked="" type="checkbox"/> (10) Accuracy and attention to pertinent detail.<br/> <input checked="" type="checkbox"/> (11) Industry, including energetic, consistent application to duties.<br/> <input checked="" type="checkbox"/> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/> <input checked="" type="checkbox"/> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.<br/> <input checked="" type="checkbox"/> (14) Technical or mechanical skills.<br/> <input checked="" type="checkbox"/> (15) Investigative ability and results:           <ul style="list-style-type: none"> <li><input type="checkbox"/> (a) Internal security cases</li> <li><input checked="" type="checkbox"/> (b) Criminal or general investigative cases</li> <li><input checked="" type="checkbox"/> (c) Fugitive cases</li> <li><input checked="" type="checkbox"/> (d) Applicant cases</li> <li><input type="checkbox"/> (e) Accounting cases</li> </ul> <input checked="" type="checkbox"/> (16) Physical surveillance ability.         </p> | <p> <input checked="" type="checkbox"/> (17) Firearms ability.<br/> <input checked="" type="checkbox"/> (18) Development of informants and sources of information.<br/> <input checked="" type="checkbox"/> (19) Reporting ability:           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (a) Investigative reports</li> <li><input type="checkbox"/> (b) Summary reports</li> <li><input checked="" type="checkbox"/> (c) Memos, letters, wires<br/>(Consider: <input checked="" type="checkbox"/> conciseness; <input checked="" type="checkbox"/> clarity; <input checked="" type="checkbox"/> organization; <input checked="" type="checkbox"/> thoroughness; <input checked="" type="checkbox"/> accuracy; <input checked="" type="checkbox"/> adequacy and pertinency of leads; <input checked="" type="checkbox"/> administrative detail.)</li> </ul> <input checked="" type="checkbox"/> (20) Performance as a witness.<br/> <input type="checkbox"/> (21) Executive ability:           <ul style="list-style-type: none"> <li><input type="checkbox"/> (a) Leadership</li> <li><input type="checkbox"/> (b) Ability to handle personnel</li> <li><input type="checkbox"/> (c) Planning</li> <li><input type="checkbox"/> (d) Making decisions</li> <li><input type="checkbox"/> (e) Assignment of work</li> <li><input type="checkbox"/> (f) Training subordinates</li> <li><input type="checkbox"/> (g) Devising procedures</li> <li><input type="checkbox"/> (h) Emotional stability</li> <li><input type="checkbox"/> (i) Promoting high morale</li> <li><input type="checkbox"/> (j) Getting results</li> </ul> <input checked="" type="checkbox"/> (22) Ability on raids and dangerous assignments:           <ul style="list-style-type: none"> <li><input type="checkbox"/> (a) As leader</li> <li><input checked="" type="checkbox"/> (b) As participant</li> </ul> <input checked="" type="checkbox"/> (23) Organizational interest, such as making of suggestions for improvement.<br/> <input checked="" type="checkbox"/> (24) Ability to work under pressure.<br/> <input checked="" type="checkbox"/> (25) Miscellaneous. Specify and rate:           <ul style="list-style-type: none"> <li><input type="checkbox"/> Dictation ability</li> </ul> </p> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

**Resident Agent**B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): **Investigator**

- C. (1) Is employee available for general assignment wherever needs of service require? **Yes** (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? **Yes** (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? **No** 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? **No** (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: **EXCELLENT**

EMPLOYEE'S INITIALS

*MRA*

Outstanding, Excellent, Satisfactory, Unsatisfactory

Seattle, Washington  
March 31, 1962

RE: MERTON R. ANDERSON  
SPECIAL AGENT, GS-12

PART I: GENERAL COMMENTS

SA ANDERSON continues his assignment at the Spokane Resident Agency handling both general criminal and applicant-type cases with deadline requirements. In addition to this type work in the Spokane area, he handles the work in an adjoining county in an excellent fashion. He has considerable and varied experience and has an excellent work record.

SA ANDERSON makes a fine personal businesslike impression. He is of medium stature, extremely neat in his person and dress. He makes an excellent impression in behalf of the Bureau with those individuals whom he contacts. SA ANDERSON is extremely sincere and a very loyal Bureau employee. He is available for all assignments. He is capable of participating in raids and dangerous assignments under limited supervision. He has no known physical limitations which would affect any assignment of work or use of firearms. He has not taken any excessive sick leave during this rating period.

By letter dated July 13, 1961, SAC Milnes and the personnel of the Seattle Office were commended by the Director for the fine record of accomplishments reported during fiscal year 1961. On August 21, 1961, SA ANDERSON was the subject of a complimentary letter authored by B. R. Bertramson, Chairman, Department of Agronomy, Washington State University, Pullman, Washington. This letter states in part that the Agronomy Department is most thankful for the excellent service and wonderful cooperation SA ANDERSON extended in connection with some missing semidwarf wheat which was a part of an experiment conducted by that University.

SA ANDERSON is capable of handling complicated investigative matters, with appropriate supervision.

SA ANDERSON opened on the average of 3.5 cases per month during the rating period. During this same rating period he averaged closing 17 cases per month. The production of this Agent is excellent. His statistical results during this rating period included two convictions, four fugitive apprehensions, three cars, and fines, savings and recoveries totaling \$2,950.00.

*MRA*

Employee's initials



PART II: SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given:

NA

2. Experience and Ability as Inspector's Aide:

NA

3. Participation in Informant Programs:

SA ANDERSON has a TOPCI average per month of 14 hours and 22 minutes from the period of April through February, 1962. During this rating period he has developed one criminal informant and has participated satisfactorily in this program.

4. Testifying Experience and Ability:

SA ANDERSON has testified twice in Federal Court, three times before the U. S. Commissioner, and one time before a Federal Grand Jury. With his previous experience, he has shown no limitations or weaknesses and makes an excellent witness on behalf of the Government.

5. Disciplinary Action:

NA

6. Accounting Information:

NA

7. Police Instruction:

NA

MRA  
Employee's initials

8. Sound Training:

NA

9. Resident Agents:

SA ANDERSON is one of six Agents in Spokane, and he handles on a road trip basis all the work in one outlying county, which includes Pullman, Washington, with the vital investigative and liaison work at Washington State College in that city. He also has the assignment of general criminal and applicant-type work in the Spokane area. He is a competent and above average Resident Agent, who is entirely suitable in his current assignment.

10. Foreign Language Ability: NA

a) Specific language(s) in which proficient:

b) Did Agent complete language school? Yes \_\_\_\_\_ No \_\_\_\_\_

c) Is Agent fluent to extent he can handle typical investigative problems in:

Conversation form \_\_\_\_\_

Written form \_\_\_\_\_

d) Rating: Excellent Very Good Good Fair Unsatisfactory

Read:

Write:

Speak:

Understand:

3.

MRA  
Employee's initials

11. Administrative Advancement:

- a) Is Agent interested in administrative advancement?  
Yes   x   No
- b) Is Agent completely available for administrative advancement? Yes   x   No
- c) Is Agent considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance? Yes        No   x
- d) Qualifications: Very Good        Excellent         
Outstanding
- e) If answer to (c) is "NO", does he have potential for future administrative advancement? Yes        No

(Explanation):

This Agent by virtue of his demonstrated abilities, appears to me to have the best potential in the Bureau as an investigator. He is a very loyal, career-minded Bureau employee.

Rating: EXCELLENT

  MRA    
Employee's initials

4.

DMW:ln



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

MAR 22 1962

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA Merton R. Anderson  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
Lois I. Anderson	wife	3/5/62

Address

b6

b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	Relationship	Date
Lois I. Anderson	wife	3/5/62

Address

67-NOT RECORDED

APR 9 1962

27

Very truly yours,

Merton R. Anderson,  
Special Agent



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

WASHINGTON 25, D. C.

AUG 15 1961

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA Merton R. Anderson  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Lois S. Anderson	Relationship	Wife	Date	7/23/61
Address	[Redacted]				

b6  
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	Lois S. Anderson	Relationship	Wife	Date	7/23/61
Address	[Redacted]				

Very truly yours,

*Merton R. Anderson*  
Special Agent Merton R. Anderson

16  
67-NOT RECORDED  
3 SEP 13 1961

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

8/7/61

I certify that I have received the following Government property for official use:

~~attached~~

New Commission Card with case # 5277 ✓ ✓ ✓

RETURNED:

Old Commission Card with case # 5277 ✓ ✓ ✓

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written  
Signature)

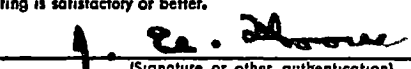
(Typed  
Signature)

Merton R. Anderson

8/8/61

NOT RECORDED

46

1. Agency and organizational designations <b>FBI, U.S. DEPT. OF JUSTICE</b>						2. Payroll period		3. Block No.		4. Slip No.			
5. Employee's name (and social security account number when appropriate) <b>#14842 MR. MERTON R. ANDERSON SA</b>						6. Grade and salary <b>GS 12 \$9215</b>							
<b>PAYROLL CHANGE DATA</b>													
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.	HEALTH BENEFITS		NET PAY
7. Previous normal													
8. New normal													
9. Pay this period													
10. Remarks:								11. Appropriation(s)		12. Prepared by			
										13. Audited by			
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase													
14. Effective date <b>2-18-62</b>	15. Date last equivalent increase <b>8-21-60</b>	16. Old salary rate <b>\$8955</b>	17. New salary rate <b>\$9215</b>	18. Performance rating is satisfactory or better.									
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): <input type="checkbox"/> No excess LWOP    Total excess LWOP				<div style="text-align: center;">             (Signature or other authentication)         </div> <div style="text-align: center;"> <input type="checkbox"/> In pay status at end of waiting period  <input type="checkbox"/> In LWOP status at end of waiting period         </div> <div style="text-align: right;"> <b>sba</b> Initials of Clerk         </div>									
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>67-NOT RECORDED</b> </div>				<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>26 FEB 28 1962</b> </div>									
STANDARD FORM NO 1126 6 GAO 8000 1126-109													

3/10/62  
 rls

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

*W. Sullivan*

Name of Employee: MERTON R. ANDERSON, Employee No. 14842

Where Assigned: Seattle Resident Agency, Spokane, Wash.  
(Division) (Section, Unit)

Official Position Title: Special Agent, GS-12

Rating Period: from 4/1/60 to 3/31/61

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

*MR. A.*

Rated by: *[Signature]* Special Agent in Charge 3/31/61  
Signature Title Date

Reviewed by: *[Signature]* Assistant Director APR 13 1961  
Signature Title Date

Rating Approved by: *[Signature]* Assistant Director APR 13 1961  
Signature Title Date

### TYPE OF REPORT

(☒) Official  
(☒) Annual

( ) Administrative  
( ) 60-Day  
( ) 90-Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

67-241451-83  
6 APR 13 1961

APR 17 1961

63



## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.  
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle Special Agent, GS-12Rating Period: from 4/1/60 to 3/31/61

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |  |   |
|--|---|
| <p><u>E</u> (1) Personal appearance.</p> <p><u>E</u> (2) Personality and effectiveness of his personal contacts.</p> <p><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>E</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>E</u> (5) Resourcefulness and ingenuity.</p> <p><u>E</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</p> <p><u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>E</u> (9) Planning ability and its application to the work.</p> <p><u>E</u> (10) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (11) Industry, including energetic, consistent application to duties.</p> <p><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</p> <p><u>E</u> (14) Technical or mechanical skills.</p> <p><u>E</u> (15) Investigative ability and results:       <ul style="list-style-type: none"> <li><u>O</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>E</u> (c) Fugitive cases</li> <li><u>E</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> </p> <p><u>✓</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.</p> <p><u>✓</u> (18) Development of informants and sources of information.</p> <p><u>E</u> (19) Reporting ability:       <ul style="list-style-type: none"> <li><u>E</u> (a) Investigative reports</li> <li><u>O</u> (b) Summary reports</li> <li><u>E</u> (c) Memos, letters, wires</li> </ul>       (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.)     </p> <p><u>E</u> (20) Performance as a witness.</p> <p><u>O</u> (21) Executive ability:       <ul style="list-style-type: none"> <li><u>   </u> (a) Leadership</li> <li><u>   </u> (b) Ability to handle personnel</li> <li><u>   </u> (c) Planning</li> <li><u>   </u> (d) Making decisions</li> <li><u>   </u> (e) Assignment of work</li> <li><u>   </u> (f) Training subordinates</li> <li><u>   </u> (g) Devising procedures</li> <li><u>   </u> (h) Emotional stability</li> <li><u>   </u> (i) Promoting high morale</li> <li><u>   </u> (j) Getting results</li> </ul> </p> <p><u>✓</u> (22) Ability on raids and dangerous assignments:       <ul style="list-style-type: none"> <li><u>O</u> (a) As leader</li> <li><u>✓</u> (b) As participant</li> </ul> </p> <p><u>E</u> (23) Organizational interest, such as making of suggestions for improvement.</p> <p><u>E</u> (24) Ability to work under pressure.</p> <p><u>E</u> (25) Miscellaneous. Specify and rate:       <ul style="list-style-type: none"> <li><u>E</u> Dictation ability <u>   </u></li> </ul> </p> |
|--|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

**Resident Agent**

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): **Investigator**

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)
- E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: **EXCELLENT**  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS MPA

Seattle, Washington  
March 31, 1961

RE: MERTON R. ANDERSON  
SPECIAL AGENT, GS-12

PART I GENERAL COMMENTS

SA ANDERSON continues his assignment throughout this rating period at the Spokane Resident Agency. His current assignments include both general criminal and applicant-type cases, with deadline requisites. He has the responsibility on a road trip basis of all the work in one outlying county, as well as general criminal and applicant-type work in the Spokane area. He has, therefore, had considerable and varied experience with an excellent work record.

SA ANDERSON is of medium stature, is extremely neat in his person and dress. He makes a very friendly and business-like impression. He appears to have no difficulty whatsoever in making his required contacts.

SA ANDERSON is extremely thorough as an investigator. He plans his work well and makes every deadline requisite wherever possible. He has had no difficulty in report writing procedures. At times he has a tendency to be somewhat verbose; however, he is very much aware of this situation and has continually striven to counter this tendency. He is capable, by experience, of handling the more complicated Bureau case or assignment under appropriate Bureau supervision. SA ANDERSON is extremely sincere and a very loyal Bureau employee. He is available for all assignments. He has no known physical limitations which would affect any assignment of work or use of firearms. He is capable of participation in raids and dangerous assignments under limited supervision.

SA ANDERSON was commended to the Seattle Office by the United States Attorney at Spokane in April 1960, in connection with his participation with six other Seattle Agents in a Bank Robbery investigation that resulted in a favorable conviction following a trial action. He was additionally commended by the Director in a letter of May 2, 1960, in connection with his splendid judgment in the handling of a situation at Spokane which was a matter of extreme interest to the Director.

SA ANDERSON was additionally commended by the United States Attorney at Spokane in November 1960, in connection with his participation with other Seattle Agents in the investigation and trial action in a kidnaping matter.

M.R.A.  
Employee's initials

An Assistant United States Attorney at Yakima in December 1960, commended SA ANDERSON and other Seattle Agents in their investigation of a CGR matter which involved difficult circumstances and considerable savings of money to the Federal Government.

SA ANDERSON opened on the average of 5.7 cases per month during the first 11 months of this rating period. During this same period he averaged closing 17 cases per month. The production of this Agent is excellent. His statistical results for the first 11 months of this rating period included 4 convictions; 4 fugitives; 3 cars, and fines, savings and recoveries total \$4,023.00.

## PART II SPECIFIC COMMENTS

### 1. Justification for Any Minus Ratings Given:

NA

### 2. Experience and Ability as Inspector's Aide:

NA

### 3. Participation in Informant Program:

SA ANDERSON opened 6 PCI cases and closed 6 such cases from 3/1/60 to 3/1/61. As of 3/1/61, he had 5 PCI's under development. He has developed no new criminal informants and none are presently assigned to him. He has TOPCI average per month of 12 hrs., 42 mins. from the period 3/1/60 to 3/1/61. His performance and results in this vital program is satisfactory. Further mitigation, SA ANDERSON has spent a considerable amount of his time in road work status out of his assigned Resident Agency.

### 4. Testifying Experience and Ability:

SA ANDERSON has testified before the United States Commissioner on four occasions during this rating period. He has also testified in a court's martial proceeding. With his previous testifying experience in Federal Court, he has shown no limitations or weaknesses in this respect.

### 5. Disciplinary Action:

NA

### 6. Accounting Information:

NA

M.R.G.  
Employee's Initials

7. Police Instruction:

NA

8. Sound Training:

NA

9. Resident Agents:

SA ANDERSON is one of six Agents in Spokane, and he handles on a road trip basis all the work in one outlying county, which area includes Pullman, Washington, with the vital investigative and liaison work at Washington State College in that city. He also has the assignment of general criminal and applicant-type work in the Spokane area. He is a competent and above average Resident Agent, who is entirely suitable in his current assignment.

10. Foreign Language Ability:

NA

11. Administrative Advancement:

- a) Is Agent interested in administrative advancement?  
Yes x No \_\_\_\_\_.
- b) Is Agent completely available for administrative advancement? Yes x No \_\_\_\_\_.
- c) Is Agent considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance? Yes \_\_\_\_\_ No x.
- d) Qualifications: Very Good \_\_\_\_\_ Excellent \_\_\_\_\_  
Outstanding \_\_\_\_\_.
- e) If answer to (c) is "No", does he have potential for future administrative advancement? Yes \_\_\_\_\_ No \_\_\_\_\_.
- c) (Explanation):

This Agent by virtue of his demonstrated abilities appears to me to have the best potential in the Bureau as an investigator. He is a very loyal, career-minded Bureau employee.

Rating: EXCELLENT

JLB:ln

M.R.A.  
Employee's initials

March 26, 1961

PERSONAL

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
Seattle, Washington

Dear Mr. Anderson:

On this special occasion of your Tenth Anniversary of service with the Federal Bureau of Investigation, it gives me great pleasure to extend my sincere congratulations and to present, on behalf of the Bureau, the enclosed Ten-Year Service Award Key.

The record which the Bureau has made and the reputation which it has developed over the years have been made possible by the loyal and concerted efforts of its many faithful and hard-working associates and you may well take pride in your own contributions for they have been of material assistance to the Bureau in discharging its ever-increasing responsibilities. Through your industrious work performance and your conscientious devotion to duty you have won the respect of those associated with you. I want you to know how deeply appreciative I am of your loyalty, your wholehearted cooperation and the manner in which you have performed your duties.

FEB 17 10 33 AM '61

82

With best wishes,

Sincerely,

J. Edgar Hoover

Enclosure  
1 - SAC, Seattle (Personal)

NEM:rd  
(4)  
67-241451

Tolson \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Belmont \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Malone \_\_\_\_\_  
McGuire \_\_\_\_\_  
Rosen \_\_\_\_\_  
Trotter \_\_\_\_\_  
Evans \_\_\_\_\_  
W. C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Ingram \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

Mr. Tavel \_\_\_\_\_

February 10, 1961

PERSONAL

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
Seattle, Washington

Dear Mr. Anderson:

Thank you for your suggestion that a particular abbreviation be used in the character of certain applicant-type cases. I am sure you will be interested to know that the Bureau has already authorized the use of an abbreviation which is shorter than the one you propose; hence it is not considered feasible to adopt your idea.

Sincerely yours,

1 - SAC, Seattle (Please refer to SAC Letter 60-55(E) dated 11/29/60)

① - Personnel file of Mr. Merton R. Anderson

JER:meh (Suggestion #401-61, dated 2/6/61)

(5)

NOTE: SAC Letter 60-55 (E) dated 11/29/60 states that the Bureau agreed to do 357 applicant investigations for the Department of State. Mr. Splendore of the Investigative Division advises that about 150 of these have already been received. As pointed out in the last paragraph of the SAC Letter, the character of these cases is "Department of State - Applicant" (DS-A) For these reasons it is recommended that the suggestion not be adopted.



67-101 RECORDED  
140 FEB 15 1961

#401-61

Date

2/6/61

To:

Director, FBI

From: (Suggester's name)

SA MERTON R. ANDERSON

Division of Assignment

SEATTLE

SUGGESTION

It is suggested that the abbreviation "DOSAP" be used in the character of certain applicant-type cases to represent Department of State - Applicant.

Current practice or rule (Include manual citation as well as facts)

The first item listed in the caption is the applicant's name; following this is typed "Department of State - Applicant." Handbook Sec. I, p.45, No. 7a.

Advantages of suggestion and annual savings (include basis for estimate)

As pertained to the one statement "DEPARTMENT OF STATE - APPLICANT," Agent's dictation time would be reduced 80% and stenographer's transcription time would be reduced 84%. This abbreviation is not presently in use in the Bureau. It is believed that use of this term would become commonplace within one week as this abbreviation is similar to "BUAP" and "DAPLI."

Disadvantages of suggestion

None known

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

*Merton R. Anderson*

Signature and Title of Suggester

Recommendations and comments of Division Head

My recommendation is favorable. I believe this would save typing time and roughdrafting time, and recommend that consideration be given to adopting this abbreviation.

*[Signature]*  
Special Agent in Charge

(Do not write in this space - for Bureau use only)





UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA Merton R. Anderson  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name <b>Lois S. Anderson</b>	Relationship <b>Wife</b>	Date <b>9/7/60</b>
---------------------------------	-----------------------------	-----------------------

Address

[Redacted Address]

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name <b>Lois S. Anderson</b>	Relationship <b>Wife</b>	Date <b>9/7/60</b>
---------------------------------	-----------------------------	-----------------------

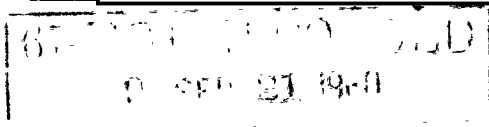
Address

[Redacted Address]

Very truly yours,

*Merton R. Anderson*  
Special Agent **Merton R. Anderson**

b6  
b7C



August 17, 1960

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
Seattle, Washington

Dear Mr. Anderson:

I am indeed pleased to advise you of your promotion to the position of Special Agent, \$8955 per annum in Grade GS 12, effective August 21, 1960.

Sincerely yours,

John Edgar Hoover  
Director

1 - SAC, Seattle (PERSONAL ATTENTION)

1 - Miss Usilton

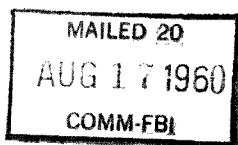
1 - Movement

maj\* *KS*

(5)

67-241451

81



Tolson \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Belmont \_\_\_\_\_  
Callahan \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Malone \_\_\_\_\_  
McGuire \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Ingram \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

*Spec put*  
*CRD*  
*see*

UNITED STATES GOVERNMENT

*Memorandum*

TO : Mr. Callahan

DATE: 8-15-60

FROM : C. R. Davidson *CRD*

SUBJECT: SA MERTON R. ANDERSON

Seattle Office - Resident Agent at Spokane, Washington ✓  
 EOD 3-26-51, Clerk; 4-18-55, SA  
 GS-11, \$8080  
 Veteran

RE: GRADE PROMOTION

SA Anderson has been in Grade GS-11 since 6-30-57 and is eligible to be considered for promotion to Grade GS-12. He was rated EXCELLENT on a current performance report and has been recommended for promotion by his SAC. His file has been carefully reviewed and he meets the qualifications for promotion. He has not been subject to any disciplinary action, is within desirable weight limits, is completely available for general or special assignment, and his daily average overtime exceeded the office average 3 of the past 6 months indicating he is equitably sharing the work load. Consideration for promotion has been held in abeyance pending receipt of overtime reports from the Seattle Office.

His accomplishments for the past 3 months have been as follows:

<u>Cases Closed:</u>	<u>April</u>	<u>May</u>	<u>June</u>
SA Anderson	20	28	14
Office Average	8.8	9.3	9.5
 Cases Opened	 7	 5	 9

SA Anderson presently has 4 potential criminal informant cases under development.

RECOMMENDATION: That he be promoted to Grade GS-12, \$8955 per annum, at this time.

Tolson \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Callahan \_\_\_\_\_  
 DeLoach \_\_\_\_\_  
 Malone \_\_\_\_\_  
 McGuire \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 W.C. Sullivan \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Ingram \_\_\_\_\_  
 Gandy \_\_\_\_\_

FDH:mle  
 (2)

33  
 8 AUG 22 1960

67-  
 80  
 3/15

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

*see file Anderson*

Name of Employee: MERTON R. ANDERSON, Employee No. 14842

Where Assigned: Seattle Resident Agency, Spokane, Wash.  
(Division) (Section, Unit)

Official Position Title: Special Agent, GS-11

Rating Period: from 4/1/60 to 8/4/60

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

\*           

Rated by: Joseph L. Burke Field Supervisor 8/4/60  
Signature Title Date

Reviewed by: [Signature] Special Agent in Charge 8/4/60  
Signature Title Date

Rating Approved by: [Signature] Assistant Director AUG 10 1960  
Signature Title Date

TYPE OF REPORT

67-

79

( ) Official  
( ) Annual

(x) Administrative  
( ) 60-Day  
( ) 90-Day  
( ) Transfer  
( ) Separation from Service  
(x) Special

\* see k also when  
initialed

*[Handwritten initials]*

AUG 18 1960

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.

UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle Special Agent, GS-11Rating Period: from 4/1/60 to 8/4/60

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

+ Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <u>E</u> (1) Personal appearance.   | <u>✓</u> (17) Firearms ability.   |
| <u>E</u> (2) Personality and effectiveness of his personal contacts.  | <u>✓</u> (18) Development of informants and sources of information.   |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>E</u> (19) Reporting ability:  |
| <u>E</u> (4) Physical fitness (including health, energy, stamina).  | <u>E</u> (a) Investigative reports  |
| <u>E</u> (5) Resourcefulness and ingenuity.   | <u>C</u> (b) Summary reports  |
| <u>E</u> (6) Forcefulness and aggressiveness as required.   | <u>E</u> (c) Memos, letters, wires  |
| <u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.   | (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.) |
| <u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>E</u> (20) Performance as a witness.   |
| <u>E</u> (9) Planning ability and its application to the work.  | <u>○</u> (21) Executive ability:  |
| <u>E</u> (10) Accuracy and attention to pertinent detail.   | (a) Leadership  |
| <u>+</u> (11) Industry, including energetic, consistent application to duties.  | (b) Ability to handle personnel   |
| <u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | (c) Planning  |
| <u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.   | (d) Making decisions  |
| <u>E</u> (14) Technical or mechanical skills.   | (e) Assignment of work  |
| <u>E</u> (15) Investigative ability and results:  | (f) Training subordinates   |
| <u>○</u> (a) Internal security cases  | (g) Devising procedures   |
| <u>E</u> (b) Criminal or general investigative cases  | (h) Emotional stability   |
| <u>E</u> (c) Fugitive cases   | (i) Promoting high morale   |
| <u>E</u> (d) Applicant cases  | (j) Getting results   |
| <u>○</u> (e) Accounting cases   | <u>✓</u> (22) Ability on raids and dangerous assignments:   |
| <u>✓</u> (16) Physical surveillance ability.  | <u>○</u> (a) As leader  |
|   | <u>✓</u> (b) As participant   |
|   | <u>E</u> (23) Organizational interest, such as making of suggestions for improvement.   |
|   | <u>E</u> (24) Ability to work under pressure.   |
|   | <u>E</u> (25) Miscellaneous. Specify and rate:  |
|   | <u>E</u> Dictation ability  |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Resident Agent

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)
- E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT EMPLOYEE'S INITIALS \_\_\_\_\_  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

Seattle, Washington  
August 4, 1960

RE: MERTON R. ANDERSON  
SPECIAL AGENT, GS-11

PART I GENERAL COMMENTS

SA ANDERSON during this brief rating period continues his assignment in the Spokane Resident Agency. His current assignments include both general criminal and applicant-type cases with deadline requisites. He currently has the responsibility on a road trip basis of two outlying counties in this RA. He functions very well in his assignments and demonstrates a very good understanding of Bureau regulations and procedures.

SA ANDERSON is of medium build, is extremely neat in his person and dress, and makes an excellent personal appearance. He makes a good impression, and is well regarded by police officials, and has shown no difficulty in making the required contacts in his Bureau assignments.

SA ANDERSON is a very thorough investigator, and has no difficulty in report writing procedures. He is mature, and requires less than average supervision for an Agent of his grade and tenure.

SA ANDERSON is considered as fully qualified to handle the complicated and involved cases. He is available for all assignments and has no known physical limitations which would affect any assignment of work or use of firearms. He is capable of participation in raids and dangerous assignments under limited supervision.

SA ANDERSON was commended to the Seattle Office by the United States Attorney at Spokane, in April 1960, in connection with his participation in a bank robbery investigation that resulted in a favorable conviction, following trial action.

SA ANDERSON was further commended by the Director in a letter of May 2, 1960, in connection with his spontaneous action taken at Spokane in utilizing splendid judgment in circumstances that were brought to his attention.

Employee's initials

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given:

NA

2. Experience and Ability as Inspector's Aide:

NA

3. Participation in Informant Programs:

SA ANDERSON currently has 4 PCI cases under development. He has given diligent and careful guidance to his informants. He does not have an approved criminal informant at this time; however, in mitigation he spends considerable amount of his time in road work, as well as handling on a day-to-day basis of applicant-type assignments.

4. Testifying Experience and Ability:

During this rating period SA ANDERSON has testified on two occasions in U. S. District Court, Spokane, and has appeared three times before the U. S. Commissioner. With his prior testifying experience, there would be no known limitations or weaknesses in this respect.

5. Disciplinary Action:

NA

6. Accounting Informantion:

NA

7. Police Instruction:

NA

8. Sound Training:

NA

Employee's Initials



9. Resident Agents:

SA ANDERSON is one of the six Resident Agents in Spokane and he handles on a road trip basis two of the counties in this RA. He has demonstrated ability to work well on his own. He accepts responsibility and utilizes his time fully. He has demonstrated complete suitability as a Resident Agent.

10. Foreign Language Ability:

NA

11. Administrative Advancement:

- a) Is Agent interested in administrative advancement?  
Yes x No \_\_\_\_.
- b) Is Agent completely available for administrative advancement? Yes x No \_\_\_\_.
- c) Is Agent considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance? Yes \_\_\_\_ No x.
- d) Qualifications: Very Good \_\_\_\_ Excellent \_\_\_\_ Outstanding.
- e) If answer to (c) is "No", does he have potential for future administrative advancement? Yes \_\_\_\_ No x.
- c) (Explanation):

This Agent by virtue of his demonstrated general abilities appears to me to have the best potential in the Bureau as an investigator. He is a very loyal, career-minded Bureau employee.

Rating: EXCELLENT

JLB:ln

Employee's Initials

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE: 8/4/60

FROM: SAC, Seattle (67-5724)

ATTENTION: PERSONNEL SECTION

SUBJECT: SA MERTON R. ANDERSON  
SEATTLE OFFICE  
RECOMMENDATION FOR PROMOTION

ReBulet 7/22/60.

There is being forwarded herewith a Special Performance report of SA ANDERSON.

This Agent has an EOD date of 4/18/55 as a Special Agent, and has served in Grade GS-11 since 6/30/57. He has served in the Seattle Office, his second office of assignment, since September 1957. His current assignment in the Spokane Resident Agency of this office has been continuous since 7/7/58. He has had prior employment in a clerical capacity in the San Antonio office from 3/26/51 to 4/18/55.

A review of the VOT data for the past 12 months indicates the following as pertains to SA ANDERSON:

<u>Month</u>	<u>Office Average</u>	<u>SA ANDERSON</u>
July 1959	2 hrs.	2 hrs. 44 min.
August 1959	2 hrs. 6 min.	3 hrs. 59 min.
September 1959	2 hrs. 16 min.	2 hrs. 49 min.
October 1959	2 hrs. 20 min.	2 hrs. 57 min.
November 1959	2 hrs. 13 min.	2 hrs. 56 min.
December 1959	2 hrs. 20 min.	1 hr. 51 min.
January 1960	2 hrs. 10 min.	2 hrs. 08 min.
February 1960	2 hrs. 22 min.	1 hr. 48 min.
March 1960	2 hrs. 11 min.	1 hr. 45 min.
April 1960	2 hrs. 21 min.	2 hrs. 47 min.
May 1960	2 hrs. 51 min.	2 hrs. 17 min.
June 1960	2 hrs. 31 min.	2 hrs. 21 min.

Cases opened by SA ANDERSON during months of April, May and June, 1960, were, 7, 5, and 9, respectively. During this same three-month period, he closed per month, 20 cases in April, 28 cases in May, and 14 cases in June. His efforts and performance in this respect are commendable.

2 - Bureau (Enc.)

1 - Seattle

JLB:ln

(3)

78

SE 67-5724

The statistical accomplishments of this Agent have been very satisfactory, and from the period September 1959, to date, the following statistical accomplishments have been recorded:

Convictions:	2	
Fugitives:	9	
Automobiles:	3	
Fines, Savings and Recoveries:		\$15,371.00

The above statistics, coupled with a good portion of his time on a day-to-day basis as to applicant assignments in the Spokane Resident Agency, indicates that the work of this Agent is quite commendable.

It is observed that SA ANDERSON during his three-year tenure in Grade GS-11 has not received any disciplinary or censurable communication from the Bureau or from this office. In February 1960, he was among a group of Seattle Agents who were individually commended by the Director in connection with their assignments in the investigation of a Bank Robbery case involving JOSEPH KENNETH WILLIAMS. Two more recent commendations appear in the general comments of the performance rating being submitted at this time.

SA ANDERSON in June 1959, forwarded a suggestion to the Bureau proposing an abbreviation to be considered in Bureau communications.

The last three annual performance ratings for SA ANDERSON have all been Excellent. He currently weighs 150 pounds, is 5' 8 $\frac{1}{2}$ " in stature, and is of medium frame. He is within the required standards.

It is recommended that SA ANDERSON be immediately considered for promotion to Grade GS-12 at this time.

The submitted Special Performance rating for SA ANDERSON is being forwarded at this time without his initials. The Seattle copy of instant rating will be immediately forwarded to SA ANDERSON at the Spokane RA for his initials. The Bureau will be advised when instant rating has been initialed by SA ANDERSON.

NOTIFICATION OF PERSONNEL ACTION

50-106-13

1. NAME (LAST [CAPS]-First-Middle-Mr.-Miss-Mrs.) <b>ANDERSON, MERTON R. (MR.)</b>		2. DATE OF BIRTH <b>7-21-20</b>	3. IDENTIFICATION (optional) <b>#14842</b>
4. THIS IS AN OFFICIAL NOTICE OF THE PERSONNEL ACTION DESCRIBED BELOW, WHICH AFFECTS YOUR EMPLOYMENT. GENERAL INFORMATION CONCERNING YOUR EMPLOYMENT APPEARS ON THE REVERSE SIDE OF THIS FORM.			
5. NATURE OF ACTION (standard terminology must be used) <b>PROMOTION</b>		6. EFFECTIVE DATE OF ACTION <b>8-21-60</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>EXCEPTED BY LAW</b>
FROM- <b>Special Agent FBI #54-F-181</b>  <b>Series 1811, GS 11 \$8080 per annum</b>		8. POSITION TITLE AND NUMBER  9. SERIES, GRADE, SALARY  10. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED  11. DUTY STATION	TO- <b>Special Agent FBI #54-F-182</b>  <b>Series 1811, GS 12 \$8955 per annum</b>  <i>reclass 2-13-61 Series 1811 61-F-47 FBI slid</i>
<input type="checkbox"/> Yes		12. APPORTIONED POSITION	<input type="checkbox"/> Yes <input type="checkbox"/> Apportionment Waived STATE: <input type="checkbox"/> Proved
13. VETERAN PREFERENCE No <input checked="" type="checkbox"/> 5-pt. <input type="checkbox"/> 10-pt. Disab. <input type="checkbox"/> 10-pt. Other <input type="checkbox"/>		14. TENURE GROUP	
15. POSITION OCCUPIED IS IN THE: Competitive Service <input type="checkbox"/> Excepted Service <input checked="" type="checkbox"/>		16. APPROPRIATION From: S. & E., FBI To: SAME	
17. PAYROLL DEDUCTIONS CSR <input type="checkbox"/> FICA <input type="checkbox"/> FEGLI <input type="checkbox"/>		18. DATE OF APPOINTMENT AFFIDAVITS (accessions only)	
19. REMARKS: <input type="checkbox"/> a. Subject to completion of 1 year probationary (or trial) period commencing <input type="checkbox"/> b. Service counting toward career (or permanent) tenure from: Separations: Show reasons below, as required. Check, if applicable: <input type="checkbox"/> c. During probation <input type="checkbox"/> d. From appointment of 6 months or less			
20. EMPLOYING DEPARTMENT OR AGENCY <b>U. S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION</b>		22. SIGNATURE (or other authentication) AND TITLE  <i>J. E. Hoover</i> <b>Director</b>  <i>3/10/60</i>	
21. OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER (if different than item 10, above) <b>FEDERAL BUREAU OF INVESTIGATION WASHINGTON 25, D. C.</b>		23. DATE: <b>8-17-60</b>	

Date 8/9/60

To

☒ Director  
Att. PERSONNEL SECTION FILE #

☐ SAC Title SA MERTON R. ANDERSON  
☐ ASAC SEATTLE OFFICE  
☐ Supv. RECOMMENDATION FOR  
PROMOTION  
☐ Agent  
☐ SE  
☐ CC  
☐ Steno  
☐ Clerk

### ACTION DESIRED

<input type="checkbox"/> Acknowledge	<input type="checkbox"/> Open Case
<input type="checkbox"/> Assign.....Reassign.....	<input type="checkbox"/> Prepare lead cards
<input type="checkbox"/> Bring file	<input type="checkbox"/> Prepare tickler
<input type="checkbox"/> Call me	<input type="checkbox"/> Recharge serials
<input type="checkbox"/> Correct	<input type="checkbox"/> Return assignment card
<input type="checkbox"/> Deadline.....	<input type="checkbox"/> Return file
<input type="checkbox"/> Deadline passed	<input type="checkbox"/> Return serials
<input type="checkbox"/> Delinquent	<input type="checkbox"/> Search and return
<input type="checkbox"/> Discontinue	<input type="checkbox"/> See me
<input type="checkbox"/> Expedite	<input type="checkbox"/> Send Serials.....
<input type="checkbox"/> File	to .....
<input type="checkbox"/> For information	<input type="checkbox"/> Submit new charge-out
<input type="checkbox"/> Initial & return	<input type="checkbox"/> Submit report by .....
<input type="checkbox"/> Leads need attention	<input type="checkbox"/> Type
<input type="checkbox"/> Return with explanation or notation as to action taken.	

ReSElet 8/4/60 transmitting Performance Rating dated 8/4/60 for above-captioned Agent. The Seattle copy of this performance rating has now been initialed by SA ANDERSON.

/LM

SAC J. E. MILNES

Office SEATTLE

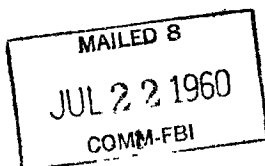
See reverse side

SAC, **Seattle****7-22-60**

Director, FBI

**MERTON R. ANDERSON**  
**Special Agent**PERSONAL ATTENTION

- ☐ Rebulet \_\_\_\_\_.
- ☐ Reurlet \_\_\_\_\_.
- ☒ Submit special performance report(x).
- ☒ Submit recommendation(x) re promotion to GS- 12.
- ☒ Advise current weight, height, and frame.
- ☐ Advise interest in, availability, current suitability, and potential suitability for administrative advancement.
- ☐ Advise whether completely available for special and general assignment.
- ☐ Submit overtime for \_\_\_\_\_.

**XX Refer SAC Letter 59-72 (F). Submit information re accomplishments.**FDH:mle *mle*  
(3)

Tolson \_\_\_\_\_

Mohr \_\_\_\_\_

Parsons \_\_\_\_\_

Belmont \_\_\_\_\_

Callahan \_\_\_\_\_

DeLoach \_\_\_\_\_

Malone \_\_\_\_\_

McGuire \_\_\_\_\_

Rosen \_\_\_\_\_

Tamm \_\_\_\_\_

Trotter \_\_\_\_\_

W C Sullivan \_\_\_\_\_

Tele Room \_\_\_\_\_

Ingram \_\_\_\_\_


Gandy \_\_\_\_\_

Reply: Attention Personnel Section

MAIL ROOM ☒TELETYPE UNIT ☐

Form No. 2809 CHAPTER I-5 FPM G GAO 5000		HEALTH BENEFITS REGISTRATION FORM FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959 (Read Instructions on back of last page. Use only typewriter or ballpoint pen.)			2809-100	
PART A ALL WHO REGISTER MUST FILL IN THIS PART.	1. NAME (LAST) (FIRST) (MIDDLE INITIAL)		2. DATE OF BIRTH (Use numbers)		3. Are you now married?	
	ANDERSON, MERTON E.		MONTH DAY YEAR 7 21 20		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
	4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE)					5. SEX
N. 5513 17th St., Spokane 15, Washington					MALE <input checked="" type="checkbox"/> FEMALE <input type="checkbox"/>	
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)?			7. Place an "X" in proper box to show your annual basic salary range.			
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			UNDER \$4,000 <input type="checkbox"/> 1      \$6,000 TO \$9,999 <input checked="" type="checkbox"/> 3 \$4,000 TO \$5,999 <input type="checkbox"/> 2      \$10,000 OR OVER <input type="checkbox"/> 4			
PART B FILL IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN.  If enrollment is for self only, answer item 1. If enrollment is for self and family, also answer item 2 and item 3 if it applies.	1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)					
	NAME OF PLAN		OPTION (HIGH OR-LOW)		ENROLLMENT CODE NUMBER	
	S. A. N. B. A.				4 4 2	
2. In space below list all eligible family members without exception: List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)						
NAMES OF FAMILY MEMBERS		DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS		DATE OF BIRTH (Month, Day, Year)
Wife - Lois S. Anderson		7/27/26 1				8
Son - Merton R. Anderson, Jr.		7/29/45 2				7
		3				8
		4				9
		5				10
3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.)						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.	PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.					
	1. I elect not to enroll in any plan under the Health Benefits Act. <input type="checkbox"/>		3. The reason for my election is (Place an "X" in proper box):			
2. I elect to cancel my present enrollment under the Health Benefits Act. <input type="checkbox"/>		(a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/> 1				
		(b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/> 2				
		(c) Any other reason. <input type="checkbox"/> 3				
PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.	I elect to change my enrollment as shown by the enrollment number and other information in Part B.					
	1. Enrollment code number of present plan.		2. Number of event which permits change. (See table on back of duplicate for proper number.)		3. Date of event which permits change.	
				MONTH DAY YEAR		
PART E ALL WHO REGISTER MUST FILL IN THIS PART.	Merton R. Anderson 6/9/60 (YOUR SIGNATURE—DO NOT PRINT) (DATE)				WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)	
PART F TO BE COMPLETED BY AGENCY.	1. NAME AND ADDRESS OF EMPLOYING OFFICE		2. DATE RECEIVED IN EMPLOYING OFFICE		3. EFFECTIVE DATE OF ELECTION	
	e Ray Davidsons FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE WASHINGTON 25, D. C. (SIGNATURE OF AUTHORIZED AGENCY OFFICIAL)				6/15/60	
REMARKS FOR USE ONLY BY ANNUITANTS AND AGENCY.	4. PAYROLL OFFICE NO.		5. PAYROLL ACTION (INITIALS AND DATE)			
			6/27/60			
REMARKS: Original to Voucher & Payroll 11-18-77, mls JUL 7 1960						

3/12/65

1. Agency and organizational designations <b>FBI, U. S. DEPT. OF JUSTICE</b>						2. Payroll period		3. Block No.		4. Slip No.		
5. Employee's name (and social security account number when appropriate) <b>#14842 MR. MERTON R. ANDERSON SA</b>						6. Grade and salary <b>GS 11 \$7510</b>						
<b>PAYROLL CHANGE DATA</b>												
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.		NET PAY
7. Previous normal												
8. New normal												
9. Pay this period												
10. Remarks:								11. Appropriation(s)		12. Prepared by		
										13. Audited by		
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase _____												
14. Effective date <b>6-26-60</b>	15. Date last equivalent increase <b>12-28-58</b>	16. Old salary rate <b>\$7270</b>	17. New salary rate <b>\$7510</b>	18. Performance rating is satisfactory or better. <div style="text-align: center;">             _____            (Signature or other authentication)         </div>								
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.								
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP _____				<b>rlc</b> _____ Initials of Clerk								
STANDARD FORM NO. 1126d—Revised Form prescribed by Comp. Gen., U. S. March 5, 1957    6 GAO 8000												
<b>PAYROLL CHANGE SLIP — PERSONNEL COPY</b>												



UNITED STATES GOVERNMENT

## Memorandum

TO : Mr. DeLoach

DATE: 4-27-60

FROM : D. C. Morrell *DM*SUBJECT: MARK KRAFT  
WEST 430 INDIANA AVENUE  
SPOKANE, WASHINGTON

Tolson \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 DeLoach \_\_\_\_\_  
 Callahan \_\_\_\_\_  
 McGuire \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 W.C. Sullivan \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Ingram \_\_\_\_\_  
 Gandy \_\_\_\_\_

A letter was received on 4-25-60 from Kraft with which he enclosed a photograph depicting an outdoor privy bearing a sign stating, "National Headquarters!!! Draft J. Edgar Hoover for President. Only Honest Man left in Washington! Mark Kraft Realty, Spokane, Washington."

Kraft stated that two FBI Agents stopped by his office and requested that the sign be removed. He stated this was done and that it had been used for advertising purposes.

He then asked if the Director considered the sign an insult to him, the Director, and the FBI. He advised that no insult was intended, that he considered the Director and the FBI to be above reproach. Kraft stated that when freedom to display signs about people or organizations is revoked, that the end is not far off. He then asks, "May I replace the sign?"

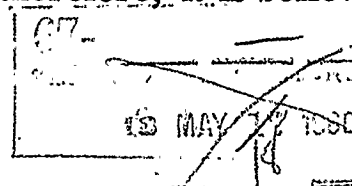
The Seattle Office was requested to advise the Bureau of the circumstances. By teletype of 4-26-60, the SAC furnished information showing that Kraft has a questionable credit record, that he had 7 traffic arrests prior to December 6, 1951. He was placed on probation for 6 months in December, 1951, for previous traffic citations. Since December, 1951, he had 5 traffic arrests for speeding and running red lights. He was fined from \$5 to \$27. There is no information in Seattle Office or Bufiles identifiable with Kraft.

SAC advised that Special Agents William L. Price and Merton R. Anderson were the Agents who noticed the sign, stopped at Kraft's office and requested Mrs. Kraft to remove the sign as it was most improper. They expressed their appreciation for the remark "Only honest man left in Washington." Mrs. Kraft graciously agreed to take down the sign, stating it was used as an advertising gimmick and that she and Mr. Kraft were great supporters of Mr. Hoover and thought he would make a marvelous president. SAC recommends letters of commendation for Special Agents Price and Anderson. SAC is to be in Spokane, Washington, on April 28, 1960; therefore, it is believed he should be

Enclosure *sent 4-27-60*

1 - Mr. Callahan

CBF:jac (5)



PERS. FILES

JUN 8 1960

Morrell to DeLoach

instructed to contact Kraft and advise him that the Director is appreciative of his support and confidence, that the Director has no political aspirations and is only interested in continuing in his present capacity to the best of his ability. Kraft should be advised that the Director considers the sign improper and that, as a matter of policy, he does not lend his name or that of the FBI to commercial or advertising projects of this nature.

If you agree, an appropriate teletype to the SAC at Seattle is attached. Correspondence and Tours Section also concurs with SAC's recommendation for letters of commendation to SAs Price and Anderson.

RECOMMENDATIONS:

(1.) That the attached teletype to SAC, Seattle, advising him to contact Mark Kraft, Spokane, Washington, concerning the use of the Director's name in an advertising gimmick, be approved.

(2) That a copy of this memorandum be referred to the Administrative Division so that letters of commendation may be directed to SAs William L. Price and Merton R. Anderson for their forthright action in protecting the Director's dignity in this matter.

Done  
5/2/60  
HCK

PR

4/27

D 4/27

V.

SAC  
4/27

YJP

GK.  
K

May 2, 1960

PERSONAL

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
Seattle, Washington

Dear Mr. Anderson:

I want to take this opportunity to express my sincere appreciation for your spontaneous actions recently in Spokane, Washington, in connection with a matter of extreme interest to me. You used splendid judgment in this instance and your actions clearly reflected your loyalty and devotion to duty.

Sincerely yours,

J. Edgar Hoover

1 - SAC, Seattle (Personal Attention)

AFH  
(4)  
67-241451

Tolson \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Belmont \_\_\_\_\_  
Callahan \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Malone \_\_\_\_\_  
McGuire \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Ingram \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

MAY 2 11 21 AM '60

RECEIVED ROOM

74

*MRC per [unclear]*

*CPD [unclear]*

*[Signature]*

*[Signature]*

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON, Employee No. 14842

Where Assigned: Seattle (Division) Resident Agency, Spokane, Wash. (Section, Unit)

Official Position Title: Special Agent, GS-11

Rating Period: from 4/1/59 to 3/31/60

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

MRA

Rated by: Joseph L. Burke Field Supervisor 3/31/60  
Signature Title Date

Reviewed by: [Signature] Special Agent in Charge 3/31/60  
Signature Title Date

Rating Approved by: [Signature] Assistant Director APR 12 1960  
Signature Title Date

### TYPE OF REPORT

( ☒ ) Official  
( ☒ ) Annual

REC-130

( ) Administrative  
( ) 60-Day  
( ) 90-Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

73  
21

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle Special Agent, GS-11Rating Period: from 4/1/59 to 3/31/60

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <u>E</u> (1) Personal appearance.   | <u>✓</u> (17) Firearms ability.   |
| <u>E</u> (2) Personality and effectiveness of his personal contacts.  | <u>✓</u> (18) Development of informants and sources of information.   |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>E</u> (19) Reporting ability: <ul style="list-style-type: none"> <li><u>E</u> (a) Investigative reports</li> <li><u>○</u> (b) Summary reports</li> <li><u>E</u> (c) Memos, letters, wires</li> </ul> (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.)   |
| <u>E</u> (4) Physical fitness (including health, energy, stamina).  | <u>E</u> (20) Performance as a witness.   |
| <u>E</u> (5) Resourcefulness and ingenuity.   | <u>○</u> (21) Executive ability: <ul style="list-style-type: none"> <li><u>○</u> (a) Leadership</li> <li><u>○</u> (b) Ability to handle personnel</li> <li><u>○</u> (c) Planning</li> <li><u>○</u> (d) Making decisions</li> <li><u>○</u> (e) Assignment of work</li> <li><u>○</u> (f) Training subordinates</li> <li><u>○</u> (g) Devising procedures</li> <li><u>○</u> (h) Emotional stability</li> <li><u>○</u> (i) Promoting high morale</li> <li><u>○</u> (j) Getting results</li> </ul> |
| <u>E</u> (6) Forcefulness and aggressiveness as required.   | <u>✓</u> (22) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <li><u>○</u> (a) As leader</li> <li><u>✓</u> (b) As participant</li> </ul>   |
| <u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.   | <u>E</u> (23) Organizational interest, such as making of suggestions for improvement.   |
| <u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>E</u> (24) Ability to work under pressure.   |
| <u>E</u> (9) Planning ability and its application to the work.  | <u>E</u> (25) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> <li><u>E</u> Dictation ability _____</li> </ul>   |
| <u>E</u> (10) Accuracy and attention to pertinent detail.   |   |
| <u>+</u> (11) Industry, including energetic, consistent application to duties.  |   |
| <u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.   |   |
| <u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.   |   |
| <u>E</u> (14) Technical or mechanical skills.   |   |
| <u>E</u> (15) Investigative ability and results: <ul style="list-style-type: none"> <li><u>○</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>E</u> (c) Fugitive cases</li> <li><u>E</u> (d) Applicant cases</li> <li><u>○</u> (e) Accounting cases</li> </ul> |   |
| <u>✓</u> (16) Physical surveillance ability.  |   |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Resident AgentB. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No

If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

MAA

Seattle, Washington  
March 31, 1960

RE: MERTON R. ANDERSON  
SPECIAL AGENT, GS-11

PART I GENERAL COMMENTS

SA ANDERSON continues assignment throughout this rating period at the Spokane Resident Agency, where he handled on a road trip basis three outlying counties until recent date, when this road trip was reduced to two counties. His case assignments have been in both the criminal and applicant categories. He has had this varied experience with an excellent work record.

SA ANDERSON is of medium stature, neat and conservative in dress. He makes a very friendly, yet business-like impression. He appears to have no difficulty whatsoever in making his required contacts. He plans his work well, makes every deadline requisite wherever possible. Compared with other Agents of like experience and tenure, his work record and performance are excellent.

SA ANDERSON is extremely thorough as an investigator, and has no difficulty in report writing. He is capable by experience of handling the more complicated Bureau case or assignment under appropriate supervision.

SA ANDERSON is a sincere and loyal Bureau employee. He has submitted one suggestion to the Bureau during this rating period, which indicates that he is well aware of the importance of this vital program. SA ANDERSON was commended by the Director in February, 1960, in connection with his functioning in an important Bank Robbery case. He handled his assignments with much skill and located as evidence the weapon utilized in this particular crime.

SA ANDERSON is available for all assignments. He has no known physical limitations which would affect any assignment of work or use of firearms. He is capable of participation in raids and other dangerous assignments under limited supervision.

SA ANDERSON closed on an average of 17.45 cases per month for the first eleven months of this rating period. The average of all the Resident Agents at Seattle is 12.56 cases per month. This indicates that the production of this Agent is excellent. His statistical results have likewise been quite good.

*MRA*

Employee's initials

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given:

NA

2. Experience and Ability as Inspector's Aide:

NA

3. Participation in Informant Programs:

SA ANDERSON opened eight PCI cases and closed six such cases during this rating period. He has developed no new criminal informants and none are presently assigned to him. His performance and results in this vital Informant Program is average; however, in mitigation SA ANDERSON has spent considerable amount of his time in road work status in connection with the handling of all three counties out of the Spokane Resident Agency.

4. Testifying Experience and Ability:

SA ANDERSON has testified before the U. S. Commissioner during this rating period. With his previous testifying experience he has shown no limitations or weaknesses in this respect.

5. Disciplinary Action:

NA

6. Accounting Information:

NA

MPA  
Employee's initials



7. Police Instruction:

NA

8. Sound Training:

NA

9. Resident Agents:

SA ANDERSON is one of the seven Resident Agents in Spokane and until March, 1960, handled on a road trip basis some three counties in this Resident Agency. This particular area included Pullman, Washington, and all investigative and liaison contacts with Washington State College in that city. His work record and performance as a Resident Agent indicates that he is a very competent and above average Agent, who is entirely suitable in his current assignment.

10. Foreign Language Ability:

a) Specific language in which proficient:

b) Did Agent complete Bureau language school? Yes \_\_\_\_\_ No x

c) Is Agent fluent to the extent that he can handle typical investigative problems in (1) conversation form? Yes \_\_\_\_\_ No x; (2) written form? Yes \_\_\_\_\_ No x.

d) Rating:	Excellent	Very Good	Good	Fair	Unsatisfactory
------------	-----------	-----------	------	------	----------------

Read:	_____	_____	_____	_____	_____
Write:	_____	_____	_____	_____	_____
Speak:	_____	_____	_____	_____	_____
Understand:	_____	_____	_____	_____	_____

MRA  
Agent's initials

11. Administrative Advancement:

- a) Is Agent interested in administrative advancement?  
Yes x No \_\_\_\_\_.
- b) Is Agent completely available for administrative advancement? Yes x No \_\_\_\_\_.
- c) Is Agent considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance? Yes \_\_\_\_\_ No x
- d) Qualifications: Very Good \_\_\_\_\_ Excellent \_\_\_\_\_ Outstanding \_\_\_\_\_
- e) If answer to (c) is "No", does he have potential for future administrative advancement? Yes x No \_\_\_\_\_

SA ANDERSON does not as yet have sufficient varied experience as an Agent to be currently considered for immediate administrative advancement.

RATING: EXCELLENT

MRA.  
Employee's initials



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA Merton R. Anderson  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name <u>Lois S. Anderson</u>	Relationship <u>Wife</u>	Date <u>2/23/60</u>
Address <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name <u>Lois S. Anderson</u>	Relationship <u>Wife</u>	Date <u>2/23/60</u>
Address <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

Very truly yours,

  
Merton R. Anderson  
 Special Agent

MAR 18 1960

b6  
b7C

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (91-12855) DATE: 1-29-60  
FROM : SAC, SEATTLE (91-1436) ATTENTION: PERSONNEL SECTION  
SUBJECT: JOSEPH KENNETH WILLIAMS,  
Fairchild Air Force Base Facility Office,  
Old National Bank of Spokane,  
Fairchild, Washington, 12/3/59;  
BR

Rerep SA THOMAS B. WALTON, Seattle, dated 12/9/59.

In connection with the investigation of this matter, I thought the Bureau would be interested in certain aspects of the performance of the Agents involved, particularly in view of the outstanding results achieved.

The bank in this matter was held up and robbed at 9:40 AM on 12/3/59 by a lone individual carrying a shotgun and wearing a mask that completely hid his facial features. He was successful in taking over \$14,000 in cash from the bank and forcing five employees into the vault prior to his departure from the premises. Through an outstanding, detailed investigation, which was commenced immediately, the subject was identified, the money was recovered, and the subject was taken into custody by 2:00 AM on 12/4/59 by Bureau Agents at Spokane, Washington. From the time the robbery occurred until the man was arrested, a total of 16 hours and 20 minutes had elapsed.

The investigation was assigned to SA THOMAS B. WALTON, Senior Resident Agent in Spokane, Washington. He had charge of coordinating the investigation.

12 - Bureau (AM)  
10 - Seattle { 1 - Personnel File SA WALTON }  
                  { 1 - Personnel File SA BOWKER }  
                  { 1 - Personnel File SA HEAD }  
                  { 1 - Personnel File SA GREGORY }  
                  { 1 - Personnel File SA LONG }  
                  { 1 - Personnel File SA ANDERSON }  
                  { 1 - Personnel File SA PRICE }  
                  { 1 - Personnel File SA DRESCHER }  
                  { 1 - Personnel File SA ROLSTON }  
                  { 1 - Personnel File SA CRISMAN }

JEM:LM  
(22)

71

SE 91-1436

SA WALTON was assisted in the investigation by Special Agents JOHN P. BOWKER, DONALD H. HEAD, CHARLES W. GREGORY, WARREN G. LONG, MERTON R. ANDERSON and WILLIAM L. PRICE from the Spokane Resident Agency and Special Agents WILLIAM J. DRESCHER, DEAN C. ROLSTON and CHESTER C. CRISMAN from the Seattle Office.

Preliminary investigation and interview of witnesses revealed that the subject left the bank, leaving some tools in the bank and a sawed-off shotgun on the steps. He ran approximately one block, dropped the knapsack containing approximately \$14,000, tools, clotheslines, locks, and two shotgun shells, and then proceeded to the Base Gymnasium a short distance away. At the gymnasium he partially changed clothes, leaving his heavy shoes and putting on tennis shoes, and leaving his reversible jacket and putting on an overcoat. He then proceeded to the Base Post Office and closed out his post office box, but for some reason he did not change into clothing that he had hidden there. He then proceeded to an unguarded gate on the Base outside of which he had parked a rented car. He was detained temporarily by Military Police, since he was discharged and unauthorized to be on the Base and thereby was a possible suspect.

The Agents in this case worked as a team, utilizing their training and experience as they should have done. It was a joint effort on the part of all; however, I thought the Bureau would be interested in the specific performance by designated Agents.

SA BOWKER coordinated efforts of the Military Police and representatives of the Spokane County Sheriff's Office, protected the crime scene and conducted a crime scene search, at which time he collected and preserved physical evidence consisting of locks, hasps, sawed locks, mirrors, and dust and metal particles. He interviewed the subject at the outset, collected dust particles from his clothing and secured his clothing. During a search of the area around the bank, SA BOWKER found a change of clothing that had been concealed by the subject and was later identified by witnesses as belonging to him. A pair of trousers found by SA BOWKER matched a coat found in subject's apartment at the time of his arrest. He located and interviewed a key witness who observed the subject running from the bank at a pertinent time carrying a canvas bag and wearing dark glasses.

SE 91-1436

SA HEAD took into evidence a pair of sun glasses found in the area similar to those worn by the subject and later determined to bear the subject's fingerprint. He conducted the investigation that resulted in identifying clothing belonging to the subject which will be used as evidence. He participated in a surveillance of the subject after he left the Base and during the evening prior to his arrest.

SA GREGORY, in addition to other things, in searching the Base gymnasium, found and took into evidence a shotgun shell matching the shells found in the loot bag and matching shells found in the subject's apartment at the time of his arrest. He also found a reversible jacket discarded in the gymnasium and later identified as belonging to the subject. He assisted in the surveillance of the subject during the afternoon and evening hours and processed and vacuumed the car used by the subject, seeking evidence against him.

SA ANDERSON, among other assignments, found and took into evidence the sawed-off shotgun used by the subject, obtained statements from the auditors regarding the money returned and conducted investigation at the motel where subject was residing, in an effort to identify and tie the subject into the clothing and physical evidence obtained.

SA WARREN G. LONG upon arrival at the bank took control of the investigation at that point, interviewed the witnesses, and actually interviewed most of the key witnesses at the bank. He developed a bank witness who through prior knowledge of the subject and his contact at the bank, positively identified the subject's voice as the voice of the bank robber.

While SA PRICE was not present in Spokane at the time the robbery occurred, he heard a broadcast concerning it from a distance approximately 80 miles away, returned to the scene of the robbery immediately and participated in the arrest of the subject at his motel room and the subsequent search. He conducted investigation to identify the gun used in the robbery and to locate persons who had sold the gun to the pawn shop where the subject originally obtained it.

SA DEAN C. ROLSTON contributed materially to the investigation in that in reviewing the evidence obtained he

SE 91-1436

located the number "W-0692" on the inside of a pair of shoes found in the Base gymnasium. In an effort to determine the significance of this number, SA ROLSTON reasoned that possibly it might be a part of subject's serial number. In checking this, he determined this was the first letter in the last name of the subject and the last four digits of his Army Serial Number. This factor was depended upon very much by the United States Attorney in authorizing a complaint against the subject.

SA WALTON, in addition to having over-all charge of the investigation, interviewed the bank manager, took charge of the recovered money and most of the physical evidence located on the scene, presented the matter to the United States Attorney, and in my opinion did an outstanding job of supervising this investigation on the scene.

All in all, I feel that bearing in mind that the subject in this robbery took every step possible to conceal his identity at the time the offense occurred and recognizing that the investigation was completed in such a short time, developing what the United States Attorney in Spokane believes is conclusive evidence against the subject, the Agents performed an outstanding job. I recommend that individual letters of commendation be addressed to Special Agents WALTON, BOWKER, HEAD, GREGORY, LONG, ANDERSON, PRICE and ROLSTON.

While SA's WILLIAM J. DRESCHER and CHESTER C. CRISMAN participated in the investigation in a highly satisfactory manner, their specific contribution is not such as to justify a letter of commendation to them individually.

February 5, 1960

PERSONAL

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
Seattle, Washington

Dear Mr. Anderson:

The services you rendered in connection with the investigation of the Bank Robbery case involving Joseph Kenneth Williams were a pleasure to note and I am writing to express my appreciation.

You played an important part in this investigation in locating as evidence the weapon which the subject used in committing this crime. You handled other assignments in this case with much skill and it is a pleasure to commend you.

Sincerely yours,

J. Edgar Hoover

1 - SAC, Seattle (Personal Attention)

CMT

(4)

67-241451

Tolson \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Belmont \_\_\_\_\_  
Callahan \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Malone \_\_\_\_\_  
McGuire \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W C Sullivan \_\_\_\_\_  
Tele Room \_\_\_\_\_  
Ingram \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

72  
96  
FEB 5 3 32 PM '60  
READING ROOM  
B I



Name: MERTON R. ANDERSON

Title: Special Agent

EOD: March 26, 1951  
April 18, 1955 (SA)

Grade: GS-11 at \$7270.00

Veteran

Not on probation

SAC, MILNES: SA ANDERSON is a resident agent at Spokane, Washington where he has been assigned since July 7, 1958. He handles applicant type and criminal type matters. He is interested, sincere and conscientious. His work is performed in an excellent manner and he produces an above average amount of work with a minimum amount of supervision. His attitude toward his work is particularly good. He has made one suggestion to the Bureau for the improvement of the Bureau's efficiency.

M.W. JOHNSON,  
INSPECTION STAFF: 12-3-59

Rating: EXCELLENT

Anderson is 39 years of age. Inspector concurs with comments made by Special Agent in Charge. He has been a Resident Agent at Spokane, Washington since July, 1958. He spends approximately half of his time on applicant matters and as of the date of the inspection did not have a Criminal Informant assigned to him. This was thoroughly discussed with Anderson, and he stated that he presently has a potential criminal informant which he feels will qualify as a criminal informant in the immediate future. The importance of the informant programs was thoroughly discussed with him and he advised that he would make certain that he developed a criminal informant in the immediate future. During the three months preceding the inspection, Anderson's voluntary overtime averaged 3' 6" a day and he averaged closing 21 cases a month. His present case load is 28 investigative matters. Anderson appears to be an above average Special Agent and appears to be performing in an entirely satisfactory fashion as a Resident Agent with the exception of the fact that he should put additional emphasis on the development of a criminal informant.

RECOMMENDATION:

Retain in present assignment.

SEATTLE INSPECTION  
11/2/59  
JEM:ldk

HLK/g

2-P/g  
3-P/g

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.RE: SA Merton R. Anderson  
(type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Lois S. Anderson Relationship Wife Date 10/8/59  
Address

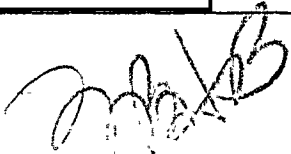
b6  
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Lois S. Anderson Relationship Wife Date 10/8/59  
Address

NOV 19 1959

Very truly yours,

  
MERTON R. ANDERSON  
Special Agent



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

July 21, 1959

SAC, Seattle

RE:

SPECIAL AGENT **MERTON R. ANDERSON**

In-Service Course 7-6-59 to 7-17-59

Type of School: ☐ Security ☒ Criminal ☐ General

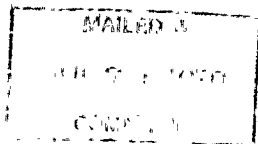
Dear Sir:

The above-mentioned Special Agent attended the above In-Service Training Course at the Seat of Government and attained the following grades:

Notebook	<b>VG</b>
Examination	<b>96</b>
Double Action Course	<b>92</b>
Practical Pistol Course	<b>84</b>
Shotgun (Skeet)	<b>10</b>
.30 Rifle	<b>79</b>
Machine Gun	<b>86</b>

The firearms grades should be entered on the individual field firearms training record.

This employee should be credited with 18 hours and 55 minutes of overtime earned on five calendar days during the above period in July.



Very truly yours,

*J. Edgar Hoover*  
John Edgar Hoover  
Director

cc: SA Merton R. Anderson  
Seattle

JFM:mbk  
(3)

Mail Room

## PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL) ANDERSON, MERTON R.		DATE 6/5/59
DIVISION AND SECTION ASSIGNED Seattle Division, Spokane RA		POSITION TITLE Special Agent
THIS IS TO CERTIFY THAT I PRESENTLY <input checked="" type="checkbox"/> HOLD <del>NO PERMIT</del> A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.		
PERMIT ISSUED BY: (STATE, TERRITORY POSSESSION, DISTRICT) State of Washington	PERMIT NUMBER 1959213	PERMIT EXPIRES 7/21/59
THIS IS AN <u>UNRESTRICTED</u> <del>(RESTRICTED)</del> PERMIT. (IF RESTRICTED, EXPLAIN BELOW) (STRIKE OUT ONE)		
<p>THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY <u>30,000</u> MILES. DURING THIS TIME (A) I <input type="checkbox"/> HAVE <input checked="" type="checkbox"/> HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I <input type="checkbox"/> HAVE <input checked="" type="checkbox"/> HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.</p> <p>* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.</p> <p style="text-align: right;"><i>Merton R. Anderson</i> SIGNATURE OF OPERATOR</p>		

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL) HOSTETTER, DONALD S.		POSITION TITLE SAC	DATE 6/11/59
THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:			
<input checked="" type="checkbox"/> CONTINUOUS SAFE DRIVING RECORD <input type="checkbox"/> INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **			
I CERTIFY THAT THIS EMPLOYEE IS:			
<input checked="" type="checkbox"/> QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS. <input type="checkbox"/> NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.			
REMARKS:  53 <i>[Signature]</i>			
<p>** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.</p> <p style="text-align: right;"><i>D. S. Hostetter</i> (SIGNATURE OF REVIEWING OFFICIAL)</p>			

June 24, 1959

PERSONAL

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
Seattle, Washington

Dear Mr. Anderson:

Thank you very much for your suggestion dated June 16, 1959, proposing an abbreviation to be used in the caption of all communications with regard to fugitives on the list of the Ten Most Wanted Fugitives. Your suggestion is being afforded careful consideration and you will be further advised in the event it is adopted.

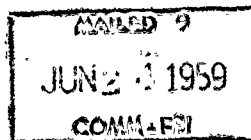
Sincerely yours,

1 - Seattle

NAW:vfb (Suggestion #1307-59)  
(4)

NOTE: Suggestion referred to Investigative Division 6/23/59 for views.

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
DeLoach \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



MAIL ROOM ☐ TELETYPE UNIT ☐

JUN 24 9 12 AM '59  
FBI  
RECEIVED ROOM

Mr. Tolson

7/2/59

Q. Tamm

SUGGESTION #1307-59  
SUBMITTED BY SA MERTON R. ANDERSON  
SEATTLE OFFICE

SUGGESTION: That letters "TTF" be placed in the caption and underlined in all communications concerning any of the Top Ten fugitives.

CURRENT PRACTICE: Statement is included in the body of a communication setting out leads in the Top Ten investigation that subject is one of the Bureau's Ten Most Wanted Fugitives and that leads are to be covered within 48 hours.

ADVANTAGES CLAIMED: Use of letters "TTF" in caption of communication will immediately flag it as one containing information on a Top Ten Fugitive thus commanding expeditious handling by the Agents covering leads, supervisors and the Chief Clerk's Office.

OBSERVATIONS: Investigative Division believes identity of Ten Most Wanted Fugitives is well known to Bureau employees. All employees are furnished a memorandum with photographs and identifying information each time a replacement is added to the list. As pointed out in suggestion, in setting out leads, offices include in the body of the communication the fact that a subject is one of the Ten Most Wanted Fugitives and that leads are to be covered within 48 hours. It should not be necessary for employees to rely on an abbreviation in the caption of a communication which will require another set of rules and procedures for implementation. Investigative Division recommends unfavorable.

RECOMMENDATION: Unfavorable. No further action necessary as suggester has been thanked by letter for submitting suggestion.

vfb  
(3)

(1) - Personnel file of SA Merton R. Anderson (sent separately)

# 1307-59  
Date

6-16-59

To: Director, FBI	From: (Suggester's name) SA MERTON R. ANDERSON	Division of Assignment SEATTLE
----------------------	---	-----------------------------------

SUGGESTION

That "TTF" be placed in the caption and underlined in all communications concerning the Top Ten Fugitives. These letters represent the first letter of each of the words "Top Ten Fugitive".

Current practice or rule (Include manual citation as well as facts) At the present, no notation is placed in the caption to indicate that Subject is one of the Top Ten Fugitives. In the body of the communication is inserted a paragraph which states that the Subject is one of the Bureau's 10 most wanted and

Advantages of suggestion and annual savings (include basis for estimate) /leads are to be covered within /48 hours.

The use of TTF in the caption of all communications is brief. It will require practically no additional typing; however, most of all, in view of its position in a communication, it will immediately flag the communication as one containing information on a Top Ten Fugitive, thus commanding expeditious handling, both by the Agents covering leads and the desk supervisor, and by the clerks in the CCO as well.

There is no known abbreviation of TTF presently in use in Bureau communications.

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

*Merton R. Anderson*, Special Agent

Signature and Title of Suggester

Recommendations and comments of Division Head

(SEE ATTACHED)

*J. S. Hoshea*  
Signature and Title

, SAC

(Do not write in this space - for Bureau use only)

RECOMMENDATIONS AND COMMENTS OF DIVISION HEAD:

Cases involving Top 10 fugitives are of considerable importance and should receive priority in handling. Adoption of this suggestion to some extent would make for uniformity, and this practice would serve as an additional flag that the case involves a Top 10 Fugitive.

ANDERSON is a Resident Agent, and the adoption of the suggestion might assist those Agents handling leads on a Top 10 Fugitive.

RECOMMEND ADOPTION.



SAC, Seattle (1-253)

June 18, 1959

Director, FBI

PERSONAL ATTENTION

IN-SERVICE (Security)  
IN-SERVICE (Criminal)

Reurlet 6/12/59 suggesting that SAs Francis R. McGinty and Merton R. Anderson be approved to drive the radio truck from the Seat of Government to Seattle upon completion of their Criminal In-Service training on 7/17/59 in lieu of SAs Donald H. Head and Gerard L. Hawkins, Jr., who had been previously instructed to handle this assignment, upon completion of their In-Service training on 7/24/59.

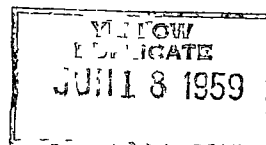
It will be satisfactory for SAs McGinty and Anderson to drive the truck to Seattle in accordance with your suggestion. In this connection, they should purchase one-way transportation to the Seat of Government and such transportation should not be purchased prior to 7/1/59.

It will be satisfactory for SAs John E. Connor and Gerard L. Hawkins, Jr., to report to the Seat of Government for Security In-Service beginning 7/13/59.

- 1 - Personnel File (Francis R. McGinty)
- ① - Personnel File (Merton R. Anderson)

- 1 - Mr. Parsons
- 1 - Movement Unit

EJI:hif  
(8)



107-1 9 JUN 23 1959

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

*U. S. S. - run*

Name of Employee: MERTON R. ANDERSON, Employee No. 14842

Where Assigned: Seattle Resident Agency, Spokane, Wash.  
(Division) (Section, Unit)

Official Position Title: Special Agent, GS-11

Rating Period: from 4/1/58 to 3/31/59

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

*MPA*

Rated by:	<i>John F. Desmond</i> Signature	Assistant Special Agent in Charge	4/1/59 Date
Reviewed by:	<i>J. B. Hostell</i> Signature	Special Agent in Charge	4/1/59 Date
Rating Approved by:	<i>J. F. Mohr</i> Signature	Assistant Director	APR 21 1959 Date

### TYPE OF REPORT

(X) Official  
(X) Annual

( ) Administrative  
( ) 60-Day  
( ) 90-Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

1959

71  
APR 20 1959  
THU

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle Special Agent, GS-11Rating Period: from 4/1/58 to 3/31/59

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.  
 A. Any element rated "Unsatisfactory" must be supported by narrative comments.  
 B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |  |   |
|--|---|
| <p><u>E</u> (1) Personal appearance.</p> <p><u>E</u> (2) Personality and effectiveness of his personal contacts.</p> <p><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>E</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>✓</u> (5) Resourcefulness and ingenuity.</p> <p><u>E</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</p> <p><u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>E</u> (9) Planning ability and its application to the work.</p> <p><u>E</u> (10) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (11) Industry, including energetic, consistent application to duties.</p> <p><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>✓</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</p> <p><u>E</u> (14) Technical or mechanical skills.</p> <p><u>E</u> (15) Investigative ability and results:<br/> <u>O</u> (a) Internal security cases<br/> <u>E</u> (b) Criminal or general investigative cases<br/> <u>E</u> (c) Fugitive cases<br/> <u>E</u> (d) Applicant cases<br/> <u>O</u> (e) Accounting cases</p> <p><u>✓</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.</p> <p><u>✓</u> (18) Development of informants and sources of information.</p> <p><u>E</u> (19) Reporting ability:<br/> <u>E</u> (a) Investigative reports<br/> <u>O</u> (b) Summary reports<br/> <u>E</u> (c) Memos, letters, wires<br/>         (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.)</p> <p><u>O</u> (20) Performance as a witness.</p> <p><u>O</u> (21) Executive ability:<br/> <u>   </u> (a) Leadership<br/> <u>   </u> (b) Ability to handle personnel<br/> <u>   </u> (c) Planning<br/> <u>   </u> (d) Making decisions<br/> <u>   </u> (e) Assignment of work<br/> <u>   </u> (f) Training subordinates<br/> <u>   </u> (g) Devising procedures<br/> <u>   </u> (h) Emotional stability<br/> <u>   </u> (i) Promoting high morale<br/> <u>   </u> (j) Getting results</p> <p><u>✓</u> (22) Ability on raids and dangerous assignments:<br/> <u>O</u> (a) As leader<br/> <u>✓</u> (b) As participant</p> <p><u>E</u> (23) Organizational interest, such as making of suggestions for improvement.</p> <p><u>E</u> (24) Ability to work under pressure.</p> <p><u>✓</u> (25) Miscellaneous. Specify and rate:<br/>         Dictation ability <u>   </u></p> |
|--|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

**Resident Agent - Applicant-SGE Squad**B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): **investigator**

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: **EXCELLENT**

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

Seattle, Washington  
March 31, 1959

RE: MERTON R. ANDERSON  
SPECIAL AGENT, GS-11

PART I GENERAL COMMENTS

SA ANDERSON has a sincere, friendly personality and a very satisfactory personal appearance, being of medium build and always well groomed. During the rating period from April 1, 1958, to July 7, 1958, he was assigned in Seattle to the Applicant Squad handling a majority of applicant work assignments, as well as a variety of criminal cases. Effective July 7, 1958, he was transferred to Spokane, Washington, as a resident agent, where he has continued to handle applicant cases and a variety of criminal assignments.

SA ANDERSON has shown a capability for handling complicated applicant and loyalty matters, and he is extremely thorough in his investigations.

He is capable of handling the most complicated investigative matters under appropriate supervision and is well able to participate satisfactorily in raids and dangerous assignments. There are no limitations on his availability, nor does he have any physical limitations which would affect the performance of his duties.

SA ANDERSON continues to perform his duties in an excellent fashion and produces an above average amount of work with a minimum amount of supervision. He has an unusual amount of enthusiasm for his work and is a loyal employee.

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given: N.A.
2. Experience and Ability as Inspector's Aide: N.A.

MPA.  
Employee's Initials

3. Participation in Informant Programs:

During the rating period he has opened 3 PCI's, closed 1 and currently is handling 3. He has developed no new criminal informants and none are presently assigned to him. He has obtained some information of value from the PCI's he has under development. He needs to have additional PCI's under development. In mitigation it is noted that he was recently transferred to the Spokane Resident Agency and much of his current work is in the applicant category.

4. Testifying Experience and Ability:

He has not had an opportunity to testify during the rating period but he has testified previously and has shown no limitations or weaknesses in this respect.

5. Disciplinary Action: N.A.

6. Accounting Information: N.A.

7. Police Instruction: N.A.

8. Sound Training: N.A.

MJA  
Employee's initials

9. Resident Agents:

SA ANDERSON is one of six resident agents in Spokane and has performed in an excellent fashion. He handles a road trip out of Spokane to Pullman, Washington, and contacts the Washington State College. He has performed in a competent manner.

10. Foreign Language Ability: N.A.

11. Administrative Advancement:

a) Is Agent interested in administrative advancement?  
Yes (X) No ( )

b) Is Agent completely available for administrative advancement? Yes (X) No ( )

c) Is Agent considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance? Yes ( ) No (X)

SA ANDERSON requires further experience in Bureau work before he could be considered completely qualified for administrative advancement.

d) If not completely qualified at present, does he have potential for future administrative advancement?  
Yes (X) No ( )

Although he has not had an opportunity to demonstrate any executive ability, from the manner in which he handles his own assignments it appears that he does have a potential for future administrative advancement.

RATING: EXCELLENT

JFD:eon

Employee's initials

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 2-17-59

FROM : SAC, SEATTLE

ATTENTION: PERSONNEL SECTION

SUBJECT: SA MERTON R. ANDERSON  
(Employee's present payroll name)

SEATTLE

(Division)

PAYROLL NAME (List as desired on payroll)

## ADDRESS AND PHONE CHANGE

Present phone number (city) <b>FAirfax 5-0822</b>	Present address <b>N. 5513 "F" Street, Spokane 15, Washington</b>
--	--

NOTE: (The following must be executed in reporting BIRTHS or CHANGES IN MARITAL STATUS.)

Has spouse ever been an employee of the Bureau?	
1. <input type="checkbox"/> Yes <input type="checkbox"/> Present <input type="checkbox"/> Former	2. <input type="checkbox"/> No

## MARITAL STATUS

Married to - Show full (maiden) name of spouse	Date and place of marriage
Data re spouse	
Birth date	Birthplace
Legal Residence	Occupation
Name, address, and telephone number of person to be notified in case of emergency	

## BIRTHS

Girl named	Boy named
Born on	Birthplace
To employee and (Name of spouse)	This is their _____ child

1 - Bureau (AM)  
1 - Seattle

/LM  
(2)

8 FEB - 1959

3/dec




## Best Copy Available

U. S. GOVERNMENT PRINTING OFFICE: 1952 - 997374

1. Agency and organizational designations <b>P.B.I., U.S. Dept. of Justice</b>		2. Pay roll group	3. Block No.	4. Slip No.
5. Employee's name (and social security account number when appropriate) <b>MR. NELTON R. ANDERSON</b>		6. Grade and salary <b>GS 11 \$7270</b>		

## PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks							11. Appropriation(s)		12. Prepared by	
									13. Audited by	
									54	

<input checked="" type="checkbox"/> Periodic step-increase		Pay adjustment		<input type="checkbox"/> Other step-increase	
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.	
12-28-53	6-30-57	\$1030	\$7270	 (Signature or other authentication)	
19. LWOP data (Fill in appropriate spaces covering LWOP during following period(s):)				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.	
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP				WA/RTV Initials of Clerk	

STANDARD FORM NO. 1126d—Revised  
Form prescribed by Comp. Gen., U. S.  
Nov. 2, 1950, General Regulation No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Lois S. Anderson Relationship wife Date 10/20/58  
Address [REDACTED]

b6  
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Lois S. Anderson Relationship wife Date 10/20/58  
Address [REDACTED]

NOV 10 1958

Very truly yours,

*Merton R. Anderson*  
MERTON R. ANDERSON,  
Special Agent

*Dugram*

Name: MERTON R. ANDERSON Title: Special Agent  
Payroll No.: 14842 Grade: GS-11 at \$7030  
EOD: 3/26/51 (Clerk) Not on Probation  
4/18/55 (Agent)

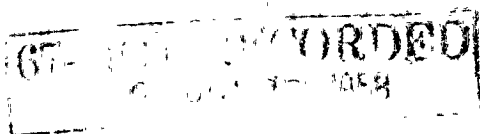
Veteran

SAC HOSTETTER: SA ANDERSON was transferred from Seattle to Spokane as resident agent effective July 7, 1958. Prior to that time while in the Seattle Office he was assigned to the Applicant Squad and performed in a most commendable manner. His work continues to be excellent in Spokane. He has continued to handle applicant work as well as a variety of criminal cases. He has considerable enthusiasm and a conscientious attitude toward his work.

Rating: Excellent

*OK* INSPECTOR C. O. LYNUM: SA Anderson has functioned as a resident agent for only 2 months, but, apparently, he has accepted his responsibilities conscientiously and effectively. He is a quiet, methodical person who seems suited for his present assignment. The SAC's comments appear to be well taken.

RECOMMENDATION: Informative. Continue in present assignment.



SEATTLE INSPECTION  
9/6/58  
JFD:eon

*2-OK*  
*3-OK*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 7/14/58

FROM : SAC, SEATTLE

ATTENTION: PERSONNEL SECTION

SUBJECT: SA MERTON R. ANDERSON  
(Employee's present payroll name)  
Employee No. 14842  
Seattle  
(Division)

*High Government*  
*Johanson*  
*SSS/ed.*

PAYROLL NAME (List as desired on payroll)

(same)

## ADDRESS AND PHONE CHANGE

Present phone number (city) FAirfax 5-0822 Spokane	Present address W. 2727 Hoffman, Spokane, Washington
--	---

NOTE: (The following must be executed in reporting BIRTHS or CHANGES IN MARITAL STATUS.)

Has spouse ever been an employee of the Bureau?	
1. <input type="checkbox"/> Yes <input type="checkbox"/> Present <input type="checkbox"/> Former	2. <input type="checkbox"/> No

## MARITAL STATUS

Married to - Show full (maiden) name of spouse	Date and place of marriage
Data re spouse	
Birth date	Birthplace
Legal Residence	Occupation
Name, address, and telephone number of person to be notified in case of emergency	

## BIRTHS

Girl named	Boy named
Born on	Birthplace
To employee and (Name of spouse)	
This is their _____ child	

1 - Bureau (AM)

1 - Seattle 145

/LM  
(2)

*3/dia*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 5-8-58

FROM : SAC, SEATTLE

ATTENTION: MOVEMENT SECTIONSUBJECT: SA MERTON R. ANDERSON  
Transfer from Seattle, Washington,  
to Spokane, Washington*Johnson*  
*5/8/58*

ReBulet 6/11/58 advising SA ANDERSON of his change in headquarters from Seattle, Washington, to Spokane, Washington.

SA ANDERSON assumed his duties as Resident Agent in Spokane at 8:20 AM on 7/7/58. His temporary residence is the Ridpath Hotel, phone TE 8-2711, Spokane. The Bureau will be advised of his permanent residence at a later date.

1 - Bureau (AM)  
1 - Seattle

DSH:LM  
(2)

15 SEP 1958

*Johnson*  
*dec*

June 11, 1958

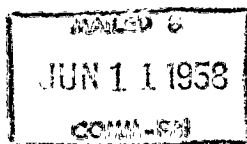
Mr. Merton R. Anderson  
Federal Bureau of Investigation  
Seattle, Washington

Dear Mr. Anderson:

Your headquarters are changed from **Seattle, Washington,** to **Spokane, Washington,** effective upon your arrival there on or after this date. This change is made for official reasons and you will be allowed transportation expenses and per diem at the rate of \$12.00 per day within the U. S., \$6.00 per day for air travel, rail travel, and ocean travel by steamship outside the continental limits of the U.S., transportation expenses for your immediate family, and transportation cost of household goods and personal effects as provided for in Public Law 600 dated August 2, 1946, and Executive Order 9805, dated November 25, 1946, as amended. You are authorized to use your privately owned automobile and you will be reimbursed at the rate of ten cents per mile plus incidental expenses, not to exceed the cost by common carrier over the most direct route for all persons officially traveling therein. Should your dependents travel separate and apart from you, expenses will be allowed under the same conditions as above.

Very truly yours,

*J. Edgar Hoover*  
John Edgar Hoover  
Director



1 - SAC, Seattle Advise Bureau the contemplated arrival date after 7-1-58 and the address of Resident Agent Anderson at Spokane.

clg  
(3)

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☒

DIRECTOR, FBI

6-3-58

SAC, SEATTLE (67-5724)

ATTENTION: PERSONNEL SECTION

SA (MERTON R. ANDERSON)  
RESIDENT AGENCY  
SPOKANE, WASHINGTON

DAVID A. MacCULLOCH, Senior Resident Agent at Spokane, has been transferred to Chicago. SA THOMAS B. WALTON has been designated SRA at Spokane. He formerly handled all investigations at Washington State College, Pullman, Washington. He will now handle major investigations at Spokane.

SA MERTON R. ANDERSON has been maintaining liaison with and handling investigations at the University of Washington in Seattle. Recommend that he be transferred to Spokane, Washington, as a Resident Agent, where he will maintain liaison and handle investigations at Washington State College, Pullman, Washington. He will also handle other classifications in that area.

If the Bureau approves this recommendation, he will not incur any expenses in connection with this transfer until after July 1, 1958.

2 - Bureau (AM)  
1 - Seattle

DSH:LM  
(3)

COPY 145  
3/29/58

TO : DIRECTOR, FBI

FROM : SAC, SEATTLE (67-15) ATTENTION: ADMINISTRATIVE  
DIVISION

SUBJECT : AGENT WEEKEND, HOLIDAY AND  
NIGHT DUTY ASSIGNMENTS

Re SAC Letter 68-20(B).

Bureau approval is requested to establish duty shift for one agent in the Seattle Office on Sundays from 8:00 a.m. to 4:00 p.m., and on holidays from 8:00 a.m. to 4:00 p.m. The assignment appears necessary because of the number of complaints that are received by the office on Sundays and holidays and because of the number of items that have to be handled by agent rather than clerical personnel. No clerical personnel will be scheduled to work on these Sunday and holiday shifts.

By letter dated July 18, 1955, captioned "ODD HOUR SHIFTS," the Bureau specifically approved the use of a special agent on duty from 4:00 p.m. to midnight.

Bureau approval is requested for the assignment of the following agents to weekend, holiday and night duty assignments:

MERTON R. ANDERSON	OK	RAY E. LAMB	OK
PHILIP T. BASHER	OK	RALPH J. LIEWER	OK
HENRY A. BLASTIC	OK	FRANCIS R. MCGINTY	OK
EDWARD L. BREEN, JR.	OK	CLIFTON E. MOEN	OK
TIMOTHY M. CASEY, JR.	OK	RAYMER P. PETERS, JR.	OK
REESE H. CHIPMAN	OK	ROBERT W. RATHKE	OK
FRED G. COOK	OK	NOLELAND G. RICHIE	
CHARLES E. FARRELL	OK	CHARLES E. ROBINSON	OK
GEORGE J. FOSTER	OK	JAMES H. SANDUSKY	OK
LESTER O. GALLAHER	OK	DONALD J. STEELE	OK
EDWARD J. GARBERS	OK	J. FRANCIS SULLIVAN	OK
CHARLES N. GIESE	OK	LYLE J. THEISEN	OK
EDWARD G. GOUGH	OK	ROBERT M. WHOMSLEY	OK
CHARLES W. GREGORY	OK NO	WILLIAM V. WIXTED	
JONATHAN HARRINGTON	OK	ROY E. WOOD	OK
OTTIS V. KELLEY	OK	B. HARRY WYNN	OK
		LAMBERT G. ZANDER	OK

2 - Bureau  
2 - Seattle

(1 - 67-15)  
(1 - 66-2620)

JFD:eon  
(4)

-1- Original filed in 67-880-1969



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK ~~MONEY ORDER~~) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Lois S. Anderson Relationship wife Date 2/28/58  
Address [REDACTED]

b6  
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Lois S. Anderson Relationship wife Date 2/28/58  
Address [REDACTED]

*[Handwritten signature]*  
MAR 24 1958

Very truly yours,  
*Merton R. Anderson*  
Merton R. Anderson, Special Agent

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

*Walter*

Name of Employee: MERTON R. ANDERSON

Where Assigned: Seattle Applicant-SGE Squad  
(Division) (Section, Unit)

Official Position Title: Special Agent, GS-11

Rating Period: from 4/1/57 to 3/31/58

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

*MRA*

Rated by: Joseph L. Burke Field Supervisor 3/31/58  
Signature Title Date

Reviewed by: J.B. Hostetler Special Agent in Charge 3/31/58  
Signature Title Date

Rating Approved by: J.F. [Signature] Assistant Director APR 22 1958  
Signature Title Date

### TYPE OF REPORT

( ☒ ) Official  
( ☒ ) Annual

( ) Administrative  
( ) 60-Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

44-1-67

*[Handwritten initials]*

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

0001 1 1 1 1

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle SPECIAL AGENT, GS-11Rating Period: from 4/1/57 to 3/31/58

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving of special commendation).
- E Excellent.
- ✓ Satisfactory (good or very good).
- Unsatisfactory.
- O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |  |  |
|--|--|
| <p><u>E</u> (1) Personal appearance.</p> <p><u>E</u> (2) Personality and effectiveness of his personal contacts.</p> <p><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>E</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>✓</u> (5) Resourcefulness and ingenuity.</p> <p><u>E</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</p> <p><u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>✓</u> (9) Planning ability and its application to the work.</p> <p><u>E</u> (10) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (11) Industry, including energetic, consistent application to duties.</p> <p><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>✓</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</p> <p><u>E</u> (14) Technical or mechanical skills.</p> <p><u>E</u> (15) Investigative ability and results:         <ul style="list-style-type: none"> <li><u>O</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>E</u> (c) Fugitive cases</li> <li><u>E</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> </p> <p><u>✓</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.</p> <p><u>✓</u> (18) Development of informants and sources of information.</p> <p><u>E</u> (19) Reporting ability:         <ul style="list-style-type: none"> <li><u>E</u> (a) Investigative reports</li> <li><u>O</u> (b) Summary reports</li> <li><u>E</u> (c) Memos, letters, wires</li> </ul>         (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.)       </p> <p><u>O</u> (20) Performance as a witness.</p> <p><u>O</u> (21) Executive ability:         <ul style="list-style-type: none"> <li><u>✓</u> (a) Leadership</li> <li><u>✓</u> (b) Ability to handle personnel</li> <li><u>✓</u> (c) Planning</li> <li><u>✓</u> (d) Making decisions</li> <li><u>✓</u> (e) Assignment of work</li> <li><u>✓</u> (f) Training subordinates</li> <li><u>✓</u> (g) Devising procedures</li> <li><u>✓</u> (h) Emotional stability</li> <li><u>✓</u> (i) Promoting high morale</li> <li><u>✓</u> (j) Getting results</li> </ul> </p> <p><u>✓</u> (22) Ability on raids and dangerous assignments:         <ul style="list-style-type: none"> <li><u>O</u> (a) As leader</li> <li><u>✓</u> (b) As participant</li> </ul> </p> <p><u>E</u> (23) Organizational interest, such as making of suggestions for improvement.</p> <p><u>E</u> (24) Ability to work under pressure.</p> <p><u>✓</u> (25) Miscellaneous. Specify and rate:         <ul style="list-style-type: none"> <li><u>✓</u> Dictation ability</li> </ul> </p> |
|--|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Applicant-SGE SquadB. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): InvestigatorC. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)D. 1. Has employee had an abnormal sick leave record during rating period? NO 2. Has employee used more sick leave during rating period than earned during such period? NO (If answer to either question is "Yes," explain in narrative comments.)E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No

If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

MPA.

Seattle, Washington  
March 31, 1958

RE: MERTON R. ANDERSON  
SPECIAL AGENT, GS-11

PART I GENERAL COMMENTS

SA ANDERSON was transferred to the Seattle Office in September, 1957, from his first office assignment as an Agent in San Francisco. His case assignments at Seattle are principally in the applicant and loyalty categories. He is an extremely thorough and meticulous Agent and has demonstrated ability to handle the more involved, sensitive-type applicant and loyalty matters. In his current assignment he functions as the liaison Agent handling all applicant and loyalty matters at the University of Washington, which involves record checks and faculty interviews. His performance to date in this respect is commendatory.

SA ANDERSON makes a very satisfactory personal appearance. He is of medium build, neat and conservative in dress, and makes a very business-like impression. He has a pleasant friendly manner, with sufficient forcefulness and aggressiveness as required. He appears to have no difficulty whatsoever in making his required contacts. He functions with a minimum of supervision in comparison with Agents of similar grade and tenure. His production is above average and he willingly accepts any assignment.

SA ANDERSON was among a group of San Francisco Agents who were commended in August, 1957, by the Director concerning their participation and fine performance in a Bank Robbery investigation. SA ANDERSON was included among a group of Seattle Agents handling investigative assignments in an Extortion-Kidnaping case in September, 1957, for which case the Seattle Office was commended as to exemplary performance by the Director.

SA ANDERSON is available for all assignments. He is capable of participation in raids and dangerous assignments, and is qualified in the use of all Bureau firearms. He has no known physical limitations which would affect any assignment of work in this respect. The overall performance of this Agent is excellent.

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

NA

MRA.  
Employee's initials

2. Experience and Ability as Inspector's Aide

NA

3. Participation in Informant Programs

SA ANDERSON has actively participated in the Criminal Informant Program of the office, notwithstanding the fact that his assignments have been principally applicant and loyalty matters. His effort and time devoted to the Informant Program indicates that he is fully aware of the importance of this phase of Bureau work.

4. Testifying Experience and Ability

SA ANDERSON during this rating period has not had the opportunity for testifying experience due to the nature of his case assignments. He testified during the previous annual rating period in United States District Court and there are no apparent limitations or weaknesses in this respect.

5. Disciplinary Action

NA

MRA.  
Employee's initials

6. Accounting Information

NA

7. Police Instruction

NA

8. Sound Training

NA

9. Resident Agents

NA

MRA.  
Employee's initials

10. Foreign Language Ability

NA

11. Current Suitability for Administrative Advancement

SA ANDERSON is interested in administrative advancement, but I do not feel at this time that his experience and development potentials are sufficiently apparent to permit consideration in the immediate future. He will be afforded administrative desk work from time to time to better evaluate his ability in this regard.

RATING: EXCELLENT

JLB:ln

MRA.  
Employee's initials



December 11, 1957

SAC, SEATTLE

RE: MERTON R. ANDERSON

SPECIAL AGENT

In-Service Course November 25, 1957 to December 6, 1957Type of School: ☐ Security ☐ Criminal ☒ General

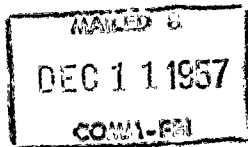
Dear Sir:

The above-mentioned Special Agent attended the above In-Service Training Course at the Seat of Government and attained the following grades:

Notebook	VG
Examination	92
Double Action Course	82
Practical Pistol Course	84
Shotgun (Skeet)	14/25
.30 Rifle	68
Machine Gun	

The firearms grades should be entered on the individual field firearms training record.

This employee should be credited with 5 hours and 30 minutes of overtime earned on 2 calendar days during the above period in December.



Very truly yours,

*J. Edgar Hoover*  
John Edgar Hoover  
Director

cc: SA MERTON R. ANDERSON  
SEATTLE

HLS:chb  
(3)

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

12/3/57

I certify that I have received the following Government property for official use:

~~RECEIVED~~

COLT OFFICIAL

RECEIVED.....38 ~~SMITH & WESSLEY~~ AND POLICE REVOLVER # 685160

*Frank*  
Hip Holster for above  
Grip adapter for above

RETURNED.....38 COLT OFFICIAL POLICE REVOLVER # 681243

*to go*  
Hip Holster for above  
Grip adapter for above

31      R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

*Merton R. Anderson*  
Merton R. Anderson

Very truly yours,

COPY - 143

URGENT 9-27-57 10-18 AM RAS

TO DIRECTOR, FBI ATTN. ADMINISTRATIVE DIVISION

FROM SAC, SEATTLE 3P

[REDACTED], [REDACTED] - VICTIM,

b6  
b7C

67-126 174-154  
EXTORTION - KIDNAPING. AS BUREAU IS AWARE, VICTIM DISAPPEARED FROM VICINITY OF HIS HOME AFTERNOON OF SEPTEMBER TWENTYTHIRD LAST. AT NOONTIME, SEPTEMBER TWENTYFIFTH, PARENTS OF VICTIM RECEIVED TELEPHONE CALL DEMANDING TWENTYFIVE THOUSAND DOLLARS, AND AT THAT TIME THIS OFFICE ENTERED INVESTIGATION. BOY WAS FOUND AT APPROXIMATELY NOON SEPTEMBER TWENTYSIXTH IN GOOD HEALTH AND RETURNED TO HIS PARENTS. SUBJECT IDENTIFIED AND TAKEN INTO CUSTODY APPROXIMATELY SEVEN FORTYFIVE PM, SEPTEMBER TWENTYSIXTH AND TURNED OVER TO LOCAL AUTHORITIES, SNOHOMISH COUNTY, FOR PROSECUTION UNDER STATE KIDNAPING STATUTE ON INSTRUCTIONS OF USA. EXTENSIVE INVESTIGATION CONDUCTED IN ORDER TO BRING THIS CASE TO SUCCESSFUL CONCLUSION IN SUCH A RAPID FASHION, SAVING BUREAU CONSIDERABLE INVESTIGATIVE TIME AND GREAT EXPENDITURE OF MONEY. FOLLOWING AGENTS TOOK ACTIVE PART IN INVESTIGATION, COVERING ALL LEADS ASSIGNED TO THEM WITH GREATEST OF DISPATCH AND THOROUGHNESS. RECOMMENDED THEY RECEIVE INDIVIDUAL LETTERS OF COMMENDATION. R. FORBES BARRETT, HENRY A. BLASTIC, EDWARD L. BREEN, JR., TIMOTHY M. CASEY, JR., CHESTER C. CRISMAN, JOHN D. CLARKE, JOHN E. CONNOR, JOSEPH A. CIMINERA, DANIEL CURRIE, JR., WILLIAM J. DRESCHER, EDWARD J. GARBERS, CHARLES W. GREGORY, RAY E. LAMB, ROBERT M. MAC NAMARA, CLARENCE W.

138  
ORIGINAL FILED IN 67-350673

PAGE TWO

PORTER, JR., ROBERT W. RATHKE, RAY E. RICHARDSON, DONALD S. STEELE, WILLIAM E. TURNER, B. HARRY WYNN, REESE H. CHIPMAN. COMPLETE SUPERVISION OF THIS CASE WAS HANDLED BY ASAC JOHN F. DESMOND, INCLUDING ON THE SCENE SUPERVISION ON FIRST DAY OF BUREAU-S PARTICIPATION, SEPTEMBER TWENTYFIFTH. ON SEPTEMBER TWENTYSIXTH, SUPERVISOR JULIUS L. MATTSON ASSISTED IN THE SUPERVISION AT EDMONDS AND LYNNWOOD, WASHINGTON. IT IS RECOMMENDED THAT HE BE AFFORDED A LETTER OF COMMENDATION FOR THE EXCELLENT MANNER IN WHICH HE PERFORMED HIS DUTIES. SUBJECT WAS FINALLY IDENTIFIED AND TAKEN INTO CUSTODY ON SEPTEMBER TWENTYSIXTH BY SA-DEAN C. ROLSTON, PHILIP T. BASHER, GIRARD KEIL, RALPH J. LIEWER AND EDWARD BREEKE. THESE AGENTS HAD BEEN WORKING ON THE INVESTIGATION LEADING UP TO THIS APPREHENSION THROUGHOUT THE AFTERNOON AND EVENING OF SEPTEMBER TWENTYSIXTH BECAUSE OF THEIR THOROUGHNESS, ATTENTION TO DETAIL AND RAPIDITY OF HANDLING INVESTIGATION, THEY WERE ABLE TO LOCATE SUBJECT IN SUCH A SHORT PERIOD OF TIME. SA DEAN C. ROLSTON ALSO PARTICIPATED IN INTERVIEW OF SUBJECT, AND AS RESULT OF HIS ASTUTE METHOD OF INTERROGATION SUCCEEDED IN OBTAINING SIGNED STATEMENT FROM SUBJECT. SA EDWARD BREKKE PARTICIPATED IN INTERVIEW OF SUBJECT-S WIFE, WHICH RESULTED IN SIGNED STATEMENT INVOLVING HER AS AN ACCESSORY. SA RALPH J. LIEWER IN ADDITION PARTICIPATED IN INTERVIEW OF VICTIM, SECURING THE DETAILED INFORMATION WHICH ULTIMATELY LED AGENTS TO LOCATION OF SUBJECT. IN VIEW OF FOREGOING, RECOMMENDED THAT SA-S ROLSTON, BASHER, KEIL, LIEWER AND BREKKE BE CONSIDERED FOR INCENTIVE AWARDS IN AMOUNT OF ONE

PAGE THREE

HUNDRED DOLLARS EACH. THIS CASE ASSIGNED FROM OUTSET TO SA EDWARD G. GOUGH, WHO HANDLED IN A MOST COMPETENT MANNER INCLUDING OVER-ALL CORRELATION OF INVESTIGATIVE WORK, POLICE RELATIONS AND RELATIONS WITH THE FAMILY, AS WELL AS INTERVIEWS WITH VICTIM AND SUBJECT. BECUASE OF HIS OUTSTANDING ACCOMPLISHMENT, RECOMMENDED THAT HE BE CONSIDERED FOR INCENTIVE AWARD IN AMOUNT OF THREE HUNDRED DOLLARS.

ADDENDUM:

BY TELEPHONE CALL 5:00 P. M. 9/21/57 ASAC DESMOND ADDED NAMES OF MERTON R. ANDERSON, VERNON P. COYNE AND LESTER D. GALLAHER TO THOSE TO BE COMMENDED. SAME JUSTIFICATION. CRD

MR. HOOVER'S NOTATION:

CAREFULLY ANALYZE THIS. I WANT TO GIVE PROPER RECOGNITION FOR OUTSTANDING WORK, BUT I DON'T WANT TO USE "DRAGNET" METHODS IN SELECTING EVERYONE WHO HAD ANY CONNECTION WITH A MATTER. THERE ARE NEARLY 30.



FD-67  
(5-19-47)

United States Department of Justice  
Federal Bureau of Investigation  
1015 Second Avenue  
Seattle 4, Washington



IN REPLY, PLEASE REFER TO  
FILE No. \_\_\_\_\_

September 23, 1957

Director, FBI

Dear Sir:

NOTICE OF ARRIVAL OR DEPARTURE OF  
EMPLOYEES ON SPECIAL OR COURT ASSIGNMENTS;  
ALSO NOTICE OF ARRIVAL OR DEPARTURE OF EMPLOYEES ON TRANSFER

NAME Merton R. Anderson

OFFICE OF ASSIGNMENT Seattle, Washington

NATURE OF ASSIGNMENT Transfer

ARRIVED September 22, 1957 10:00 p.m.  
(Time and Date)

REPORTED FOR DUTY (necessary only for arrivals on transfer):  
September 23, 1957 8:00 a.m.

DEPARTED \_\_\_\_\_

DESTINATION \_\_\_\_\_

Following information to be furnished only when an employee  
arrives your office on transfer:

PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY:

NAME Lois S. Anderson

ADDRESS

RELATIONSHIP Wife

b6  
b7c

Very truly yours,

*John F. Desmond*  
J. F. DESMOND

SAC (Acting)

*3-enc*

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON

Where Assigned: SAN FRANCISCO

(Division)

(Section, Unit)

Official Position Title: SPECIAL AGENT - GS-11

Rating Period: from APRIL 1, 1957 to SEPTEMBER 13, 1957

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

MPA

Rated by:

Robert D. Raley  
Signature

Supervisor

Title

9/13/57

Date

Reviewed by:

H. G. Mohr  
Signature

Special Agent in Charge

Title

9/13/57

Date

Rating Approved by:

H. G. Mohr  
Signature

Assistant Director

Title

SEP 23 1957

Date

### TYPE OF REPORT

( ) Official  
( ) Annual

(X) Administrative

( ) 60-Day

(X) Transfer

( ) Separation from Service

( ) Special

**RECORDED - 147**

67-241 451-66

8/10

[Signature]

## NARRATIVE COMMENTS

**Note:** The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.



# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle SPECIAL AGENT - GS-11Rating Period: from 4/1/57 to 9/13/57

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- ☒ Outstanding (exceeding excellent and deserving of special commendation).  
☒ Excellent.  
☒ Satisfactory (good or very good).  
☒ Unsatisfactory.  
☐ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |  |   |
|--|---|
| <p> <input checked="" type="checkbox"/> (1) Personal appearance.<br/> <input checked="" type="checkbox"/> (2) Personality and effectiveness of his personal contacts.<br/> <input checked="" type="checkbox"/> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/> <input checked="" type="checkbox"/> (4) Physical fitness (including health, energy, stamina).<br/> <input checked="" type="checkbox"/> (5) Resourcefulness and ingenuity.<br/> <input checked="" type="checkbox"/> (6) Forcefulness and aggressiveness as required.<br/> <input checked="" type="checkbox"/> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.<br/> <input checked="" type="checkbox"/> (8) Initiative and the taking of appropriate action on own responsibility.<br/> <input checked="" type="checkbox"/> (9) Planning ability and its application to the work.<br/> <input checked="" type="checkbox"/> (10) Accuracy and attention to pertinent detail.<br/> <input checked="" type="checkbox"/> (11) Industry, including energetic, consistent application to duties.<br/> <input checked="" type="checkbox"/> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/> <input checked="" type="checkbox"/> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.<br/> <input checked="" type="checkbox"/> (14) Technical or mechanical skills.<br/> <input checked="" type="checkbox"/> (15) Investigative ability and results:           <ul style="list-style-type: none"> <li><input type="checkbox"/> (a) Internal security cases</li> <li><input type="checkbox"/> (b) Criminal or general investigative cases</li> <li><input type="checkbox"/> (c) Fugitive cases</li> <li><input type="checkbox"/> (d) Applicant cases</li> <li><input type="checkbox"/> (e) Accounting cases</li> </ul> <input checked="" type="checkbox"/> (16) Physical surveillance ability.         </p> | <p> <input checked="" type="checkbox"/> (17) Firearms ability.<br/> <input checked="" type="checkbox"/> (18) Development of informants and sources of information.<br/> <input checked="" type="checkbox"/> (19) Reporting ability:           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (a) Investigative reports</li> <li><input checked="" type="checkbox"/> (b) Summary reports</li> <li><input checked="" type="checkbox"/> (c) Memos, letters, wires</li> </ul>           (Consider: <input checked="" type="checkbox"/> conciseness; <input checked="" type="checkbox"/> clarity; <input checked="" type="checkbox"/> organization; <input checked="" type="checkbox"/> thoroughness; <input checked="" type="checkbox"/> accuracy; <input checked="" type="checkbox"/> adequacy and pertinency of leads; <input checked="" type="checkbox"/> administrative detail.)<br/> <input checked="" type="checkbox"/> (20) Performance as a witness.<br/> <input type="checkbox"/> (21) Executive ability:           <ul style="list-style-type: none"> <li><input type="checkbox"/> (a) Leadership</li> <li><input type="checkbox"/> (b) Ability to handle personnel</li> <li><input type="checkbox"/> (c) Planning</li> <li><input type="checkbox"/> (d) Making decisions</li> <li><input type="checkbox"/> (e) Assignment of work</li> <li><input type="checkbox"/> (f) Training subordinates</li> <li><input type="checkbox"/> (g) Devising procedures</li> <li><input type="checkbox"/> (h) Emotional stability</li> <li><input type="checkbox"/> (i) Promoting high morale</li> <li><input type="checkbox"/> (j) Getting results</li> </ul> <input checked="" type="checkbox"/> (22) Ability on raids and dangerous assignments:           <ul style="list-style-type: none"> <li><input type="checkbox"/> (a) As leader</li> <li><input checked="" type="checkbox"/> (b) As participant</li> </ul> <input checked="" type="checkbox"/> (23) Organizational interest, such as making of suggestions for improvement.<br/> <input checked="" type="checkbox"/> (24) Ability to work under pressure.<br/> <input checked="" type="checkbox"/> (25) Miscellaneous. Specify and rate:           <ul style="list-style-type: none"> <li><input type="checkbox"/> Dictation ability _____</li> </ul> </p> |
|--|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): SGE-Applicant SquadB. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

MRA

San Francisco, California  
September 13, 1957

ADDENDUM

MERTON R. ANDERSON  
SPECIAL AGENT - GS-11

This is an administrative performance rating occasioned by SA ANDERSON'S transfer to Seattle.

He has continued his assignment to the Security of Government Employees-Applicant Squad where he has handled all types of applicant investigations and a limited number of SGE investigations. Several of the applicant matters developed into the more complicated type and SA ANDERSON'S investigations of these cases were somewhat above average for a first-office agent. He is qualified to handle complicated investigative matters with an average amount of supervision expected of an agent with his experience.

SA ANDERSON was one of several agents who assisted in the investigation of a bank robbery case involving WILLIAM LIEBSCHER, JR., in which a letter was directed to the SAC by the Director commending those agents who participated in this investigation.

SA ANDERSON has continued to demonstrate an above average investigative ability and his reports and other paper work require an average amount of supervision. He is extremely cooperative, enthusiastic and a conscientious and diligent worker. His production is above average and he willingly accepts any assignment.

SA ANDERSON continues to develop in a very satisfactory fashion.

Rating: EXCELLENT

MRA  
Employee's  
Initials

RDR:wap  
(2)

August 22, 1957

Mr. Morton R. Anderson  
Federal Bureau of Investigation  
San Francisco, California

Dear

Mr. Anderson:

Your headquarters are changed from **San Francisco, California,** to **Seattle, Washington,** effective upon your arrival there on or after this date. This change is made for official reasons and you will be allowed transportation expenses and per diem at the rate of \$12.00 per day within the U. S., \$6.00 per day for air travel, rail travel, and ocean travel by steamship outside the continental limits of the U.S., transportation expenses for your immediate family, and transportation cost of household goods and personal effects as provided for in Public Law 600 dated August 2, 1946, and Executive Order 9805, dated November 25, 1946, as amended. You are authorized to use your privately owned automobile and you will be reimbursed at the rate of ten cents per mile plus incidental expenses, not to exceed the cost by common carrier over the most direct route for all persons officially traveling therein. Should your dependents travel separate and apart from you, expenses will be allowed under the same conditions as above.

Enclosure

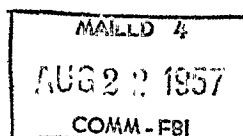
Very truly yours,

*J. Edgar Hoover*  
John Edgar Hoover  
Director

CC - SAC, Seattle  
SAC, San Francisco (P) Expedite transfer and advise by letter within 48 hours departure and arrival dates.

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

rsm  
(4)

MAIL ROOM ☐



3-60

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

TO: Movement Unit  
Administrative Division

Date: 8/15/57

Prepare the necessary orders transferring the following  
Special Agents. Departure of Agents to new offices of assignment  
should be expedited.

NameFromTo

Merton R. Anderson (m)

San Francisco - Seattle

OFFICE OF THE ASSISTANT DIRECTOR  
ADMINISTRATIVE DIVISION

JPM  
ERC

Rotation

Transfer Orders Prepared:

8-22-57

rem

67-24125-1-65

3/rem

10/5/62

## LEAVE RECORD

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

56 plus 12

**AGENCY**

CALENDAR YEAR

1952:

*San Antonio*

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Standard Form No. 1137 General Regulations No. 102		<b>LEAVE RECORD</b>			GPO 16-48999-1 Form prescribed by Comp. Gen., U. S. June 28, 1946	

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD							
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	DATE	TYPE	HRS.	TOTAL	PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.				
		HRS.	TOTAL		HRS.				TOTAL	HRS.										TOTAL			
JANUARY						JULY	16 17		68 76		42												
FEBRUARY						AUGUST	18 19	6 40	6 46	84 92	52												
MARCH	8	EOD 3-26-51			2	SEPTEMBER	20 21 22			100 *95 54 101	62	*13 hrs. dcd. *19 hrs. rec'd.											
APRIL	9 10 11		12 20 28		12	OCTOBER	23 24			107 32 86 *132	72	REMARKS											
MAY	12 13		36 44		22	NOVEMBER	25 26			140 13 99 148	82					YEARLY SUMMARY (HOURS)							
JUNE	14 15		52 60		32	DECEMBER	1 20	5 104	56 160	8 8	92					ITEM	ANN.	SICK					
																BAL. FORWARDED							
																YR. ACCRUAL				160 92			
																TOTAL				160 92			
																TOTAL TAKEN				104 8			
																BALANCE				56 84			

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Anderson.	Merton P.			3-26-51		1951

Anderson, Merton R.

6 til 10-5-62

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137

General Regulations No. 102

## LEAVE RECORD

GPO 16-48990-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME REGORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	DATE TYPE HRS. TOTAL				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL						
JANUARY	2			6		JULY	16			90										
	3			12			17	48	88	96										
	4			18																
FEBRUARY	5			24		AUGUST	18			102										
	6	8	8	30			19	2	93	108										
							20			114										
MARCH	7	8	16	36		SEPTEMBER	21			120										
	8			42			22			126										
	9			48																
APRIL	10	16	32	54		OCTOBER	23			132										
	11			60			24			138										
MAY	12			60		NOVEMBER	25	8	101	144										
	13			72			26	3	104	150										
JUNE	14			78		DECEMBER	27			160										
	15	8	40	84						166										

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Anderson, Merton R.

3-26-51

1953

## YEARLY SUMMARY (HOURS)

ITEM	ANN.	SICK
BAL. FORWARDED	56	115
YR. ACCRUAL	68	108
TOTAL	124	223
TOTAL TAKEN	160	0
BALANCE	94	223

6 +11		10-5-62											
LAST NAME		FIRST NAME AND INITIAL		IDENTIFICATION No.		TYPE OF APPOINTMENT		EOD DATE		AGENCY		CALENDAR YEAR	
Standard Form No. 1137 General Regulations No. 102				LEAVE RECORD				GPO 16-48000-1		Form prescribed by Comp. Gen., U. S. June 28, 1946			

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD					
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.		
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE	HRS.
JANUARY	2			6		JULY	15			84		56									
	3	8	8	12			16	8	55	90		60	0								
	4	8	16	18																	
FEBRUARY	5			24		AUGUST	17			96		64	0								
	6	8	24	30			18			102		68	0								
							19	22	77	108	8	72	0								
MARCH	7			36		SEPTEMBER	20			114		76	0								
	8	8	32	42			21			120		80	0								
APRIL	9			48		OCTOBER	22	3	80	124		84	0								
	10			54			23			132		88	80								
MAY	11			60		NOVEMBER	24	5	85	138		92	-								
	12	4	36	66			25	4	89	144		96	0								
JUNE	13	3	39	72		DECEMBER	26			154		100	0								
	14	8	47	78			1			160		104	168								
												REMARKS									
																YEARLY SUMMARY (HOURS)					
																ITEM		ANN.		SICK	
																BAL. FORWARDED		74		223	
																YR. ACCRUAL		160		104	
																TOTAL		234		327	
																TOTAL TAKEN		89		8	
																BALANCE		145		319	

LAST NAME		FIRST NAME AND INITIAL		IDENTIFICATION No.		TYPE OF APPOINTMENT		EOD DATE		AGENCY		CALENDAR YEAR	
Anderson, Merton R.								3-26-51				1954	



1. NAME Anderson, Merton Roger  
 LAST FIRST MIDDLE

2. OFFICE OF ASSIGNMENT San Antonio

NOTE: PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING FORM.

IF IN BUREAU 15 YEARS FROM EOD LISTED UNDER ITEM 8 AND NO LEAVE WITHOUT PAY IN EXCESS OF 6 MONTHS IN ANY ONE CALENDAR YEAR, AS LISTED UNDER ITEM 10, IT WILL ONLY BE NECESSARY FOR YOU TO CERTIFY YOUR STATUS BY PLACING A CHECK MARK IN THE "15 YEARS OR OVER" BOX IN THE "TOTAL FEDERAL SERVICE" SPACE AT THE TOP OF THIS PAGE, AND SIGNING THE FORM. DO NOT FILL IN OTHER INFORMATION IN SUCH CASES.

# TOTAL FEDERAL SERVICE

(CHECK ONE, PER ITEM 11)

LESS  
THAN  
3 YRS.

3 YRS. BUT  
LESS THAN  
15 YRS.

15 YRS.  
OR  
OVER

(AS OF CLOSE OF BUSINESS ON JANUARY 6, 1952)

DATE YOU WILL REACH NEXT CATEGORY:

Sept. 10 1962  
 MONTH DAY YEAR

3. PREVIOUS CIVILIAN GOVERNMENT SERVICE (GIVE COMPLETE NAME OF AGENCY AND BRANCH)	DATE EOD	DATE SEPARATED	TOTAL LENGTH OF SERVICE WITH EACH AGENCY			TOTALS ITEMS 4, 6, 8 9, 10, and 11
			YRS.	MOS.	DAYS	
None						

4. TOTAL LENGTH OF PREVIOUS CIVILIAN GOVERNMENT SERVICE (ADD ALL TIME LISTED UNDER ITEM 3, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12, - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)				None		
5. MILITARY SERVICE (INDICATE BRANCH - ARMY, NAVY, MARINE CORPS, COAST GUARD, AIR FORCE, ETC. IF NO MILITARY SER- VICE, WRITE "NONE" IN THIS SPACE)	DATE ENTERED ON ACTIVE DUTY DATE GIVEN ON SEPARATION DOCUMENT	DATE DISCHARGED DATE GIVEN ON SEPARATION DOCUMENT	TOTAL SERVICE WITH MILITARY (EACH BRANCH)			
			YRS.	MOS.	DAYS	
Air Force	Aug. 26, 1942	Feb. 15, 1946	3	65	23	

FOLD ON THIS LINE

6. TOTAL MILITARY SERVICE (ADD ALL TIME LISTED UNDER ITEM 5, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)				3 5 20 6 3		
7. STATUS AT TIME OF ENTRANCE ON DUTY WITH ARMED FORCES (CHECK ONE)	ON MILITARY LEAVE FROM CIVILIAN GOVERNMENT SERVICE	RESIGNED FROM CIVILIAN GOVERNMENT SERVICE TO ENTER ARMED FORCES	ENTERED ARMED FORCES FROM PRIVATE EMPLOYMENT OR SCHOOL			
8. PRESENT FBI SERVICE (IF REINSTATED, LIST DATES OF PREVIOUS SERVICE WITH FBI UNDER ITEM 3)	LATEST EOD DATE	TO CLOSE OF BUSI- NESS JAN. 6, 1952	TOTAL SERVICE SINCE LAST EOD DATE			
			YRS.	MOS.	DAYS	
	March 26 1951 MONTH DAY YEAR			9	10	
			CARRY THIS FIGURE IN COLUMN ON RIGHT			

9. FEDERAL SERVICE TIME - GROSS TOTAL (ADD ITEMS 4, 6, AND 8, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED.)				4 3 13		
10. LEAVE WITHOUT PAY (EXCLUDING MILITARY) IN EXCESS OF SIX MONTHS TAKEN DURING ANY ONE CALENDAR YEAR. (LIST TOTAL IN YEARS, MONTHS, AND DAYS)				None		
11. FEDERAL SERVICE TIME - NET TOTAL (SUBTRACT ITEM 10 FROM ITEM 9. THIS WILL GIVE YOU YOUR ACTUAL SERVICE TIME.)				4 3 13		

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY  
 KNOWLEDGE AND BELIEF

(SIGNED)

(DATE)

Merton R. Anderson  
 Jan. 7, 1952

(WRITTEN SIGNATURE)



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Lois S. Anderson Relationship Wife Date 5/26/57  
Address [Redacted] b6  
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Lois S. Anderson Relationship Wife Date 5/26/57  
Address [Redacted]

67-1021-1000 JUN 14 1957

9 JUN 20 1957

60

Very truly yours,

MERTON R. ANDERSON, Special Agent

Prepared by  
Checked by:  
Filed by:

*jch*  
*bnf*

June 7, 1957

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
San Francisco, California

Dear Mr. Anderson:

I am indeed pleased to advise that you are being promoted to the position of Special Agent, \$6390 per annum in Grade GS 11, effective June 30, 1957.

Sincerely yours,

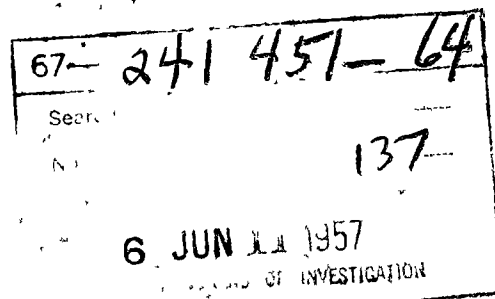
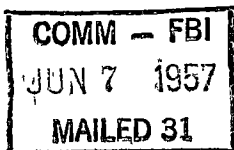
John Edgar Hoover  
Director

CC: SAC, San Francisco (Personal Attention)

CC: Movement

CC: Miss Usilton

MA:jch  
(5)



Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐

Mr. Mohr

6-5-57

H. L. Edwards

**SPECIAL AGENT PROMOTIONS**

The agents listed below have been in Grade GS-10 since 4-18-55 and were eligible to be considered for promotion to Grade GS-11 on 4-18-57. Consideration for promotion was held in abeyance pending the results of clarification of the Bureau's appropriation status per the Director's instructions on 3-19-57. Their files, including 1957 Annual Performance Ratings submitted on them, have been carefully reviewed, and on the basis of their entire record, they warrant favorable action.

<u>NAME</u>	<u>FIELD OFFICE</u>	<u>PRESENT GRADE AND SALARY</u>	<u>RECOMMENDED GRADE AND SALARY</u>
Alman, Donald E.	Cleveland	GS-10, \$6185	GS-11, \$6390
Anderson, Merton R.	San Francisco	GS-10, \$6185	GS-11, \$6390
Bevels, Earl Charles	Chicago	GS-10, \$6185	GS-11, \$6390
Burgess, George E.	Charlotte	GS-10, \$6185	GS-11, \$6390
Campbell, William J.	Newark	GS-10, \$6185	GS-11, \$6390
Coady, James M.	Newark	GS-10, \$6185	GS-11, \$6390
Condatore, Lawrence A.	Norfolk	GS-10, \$6185	GS-11, \$6390
Cowart, Calvin Roy, Jr.	Washington Field	GS-10, \$6185	GS-11, \$6390

**RECOMMENDATION:**

That the above-listed promotions be approved, to be effective 6-30-57.

FDH:ijh:ajh  
(9)

141  
JUN 12 1957

ORIGINAL FILED IN 67-415144-112

U. S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON 25, D. C.

FORM APPROVED  
BUDGET BUREAU NO. 50-R084

Prepared by: *[Signature]*  
Checked by: *[Signature]*  
Filed by: *[Signature]*

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-FIRST-MIDDLE INITIAL-LAST) <b>MR. MERTON R. ANDERSON</b> <b>14842</b>		2. DATE OF BIRTH <b>7-21-20</b>	3. JOURNAL OR ACTION NO. <b>F.B.I.</b> <b>7318</b>	4. DATE <b>6-28-57</b>																		
<i>This is to notify you of the following action affecting your employment:</i>																						
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION</b>		6. EFFECTIVE DATE <b>6-30-57</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>EXCEPTED BY LAW</b>																			
FROM		TO																				
Special Agent  GS 10 Series 1811 FBI#54-F-180 \$6185 per annum		8. POSITION TITLE  Special Agent	9. SERVICE, SERIES, SALARY, GRADE  GS 11 \$6390 per annum																			
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS																				
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL																				
13. VETERAN'S PREFERENCE <table border="1"><tr><td>NONE</td><td>WW1</td><td>OTHER</td><td>5-PT.</td><td>10-POINT</td></tr><tr><td></td><td></td><td></td><td><input checked="" type="checkbox"/></td><td>DISAB. OTHER</td></tr></table>		NONE	WW1	OTHER	5-PT.	10-POINT				<input checked="" type="checkbox"/>	DISAB. OTHER	14. POSITION CLASSIFICATION ACTION <table border="1"><tr><td>NEW</td><td>VICE</td><td>I. A.</td><td>REAL.</td></tr><tr><td></td><td><input checked="" type="checkbox"/></td><td></td><td><input checked="" type="checkbox"/></td></tr></table> Series 1811 FBI#54-F-181 Robert D. Simmons resig eff cb 4-5-57			NEW	VICE	I. A.	REAL.		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
NONE	WW1	OTHER	5-PT.	10-POINT																		
			<input checked="" type="checkbox"/>	DISAB. OTHER																		
NEW	VICE	I. A.	REAL.																			
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>																			
15. SEX <b>M</b>	16. APPROPRIATION S. & E., F B I 18. FROM: <b>Same</b> 18. TO:		17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO). <b>Yes</b>	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY).  19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																		
APPROVED <i>[Signature]</i> DIRECTOR, F. B. I.		<i>[Signature]</i> <b>MA: ych</b>																				
REMARKS: Grade and classification of position subject to post-audit and correction by Agency Personnel Office or by the Civil Service Commission.																						
SIGNATURE OR OTHER AUTHENTICATION																						

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

*Wilton*

Name of Employee: MERTON R. ANDERSON

Where Assigned: SAN FRANCISCO  
(Division) (Section, Unit)

Official Position Title: SPECIAL AGENT - GS-10

Rating Period: from APRIL 1, 1956 to MARCH 31, 1957

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

*MRA*

Rated by: *Robert D. Lohy* Supervisor 3/31/57  
Signature Title Date

Reviewed by: *H. J. Foster* Special Agent in Charge 3/31/57  
Signature Title Date

Rating Approved by: *J. F. Mohr* Assistant Director APR 5 1957  
Signature Title Date

### TYPE OF REPORT

- ( ) Administrative  
( ) 60-Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

*No action taken re promotion  
Per Director's instructions  
3-14-57*

*FDH* (X) Official  
*l/jh* (X) Annual

*Mem to Mohr 4-5-57*

*1st promotion*

94

4 APR 8 1957

THREE

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.  
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

ALC'D--RECEIVED  
7TH FLOOR

APR 8 1 02 PM '57

1957

APR 8

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle SPECIAL AGENT - GS-10Rating Period: from 4/1/56 to 3/31/57

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving of special commendation).
- E Excellent.
- ✓ Satisfactory (good or very good).
- Unsatisfactory.
- O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |  |  |
|--|--|
| <p><u>E</u> (1) Personal appearance.</p> <p><u>E</u> (2) Personality and effectiveness of his personal contacts.</p> <p><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>E</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>E</u> (5) Resourcefulness and ingenuity.</p> <p><u>E</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</p> <p><u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>E</u> (9) Planning ability and its application to the work.</p> <p><u>✓</u> (10) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (11) Industry, including energetic, consistent application to duties.</p> <p><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>✓</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</p> <p><u>E</u> (14) Technical or mechanical skills.</p> <p><u>E</u> (15) Investigative ability and results:       <ul style="list-style-type: none"> <li><u>O</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>G</u> (c) Fugitive cases</li> <li><u>✓</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> </p> <p><u>✓</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.</p> <p><u>E</u> (18) Development of informants and sources of information.</p> <p><u>✓</u> (19) Reporting ability:       <ul style="list-style-type: none"> <li><u>✓</u> (a) Investigative reports</li> <li><u>✓</u> (b) Summary reports</li> <li><u>✓</u> (c) Memos, letters, wires</li> </ul>       (Consider: <u>✓</u> conciseness; <u>✓</u> clarity; <u>✓</u> organization; <u>✓</u> thoroughness; <u>✓</u> accuracy; <u>✓</u> adequacy and pertinency of leads; <u>✓</u> administrative detail.)     </p> <p><u>✓</u> (20) Performance as a witness.</p> <p><u>O</u> (21) Executive ability:       <ul style="list-style-type: none"> <li><u>✓</u> (a) Leadership</li> <li><u>✓</u> (b) Ability to handle personnel</li> <li><u>✓</u> (c) Planning</li> <li><u>✓</u> (d) Making decisions</li> <li><u>✓</u> (e) Assignment of work</li> <li><u>✓</u> (f) Training subordinates</li> <li><u>✓</u> (g) Devising procedures</li> <li><u>✓</u> (h) Emotional stability</li> <li><u>✓</u> (i) Promoting high morale</li> <li><u>✓</u> (j) Getting results</li> </ul> </p> <p><u>✓</u> (22) Ability on raids and dangerous assignments:       <ul style="list-style-type: none"> <li><u>O</u> (a) As leader</li> <li><u>✓</u> (b) As participant</li> </ul> </p> <p><u>E</u> (23) Organizational interest, such as making of suggestions for improvement.</p> <p><u>E</u> (24) Ability to work under pressure.</p> <p><u>E</u> (25) Miscellaneous. Specify and rate:       <ul style="list-style-type: none"> <li><u>E</u> Dictation ability</li> </ul> </p> |
|--|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): SGE-Applicant Squad; previously assigned to General Criminal and Selective Service matters

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)
- E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS SMRA.



San Francisco, California  
March 31, 1957

ADDENDUM

Name: MERTON R. ANDERSON  
Position: SPECIAL AGENT  
Grade: GS-10

PART I. GENERAL COMMENTS

SA ANDERSON is of medium height and build. He dresses neatly and in good taste and presents an excellent personal appearance. He converses easily, evidences an interest in people, is soft-spoken, yet adequately forceful and aggressive, and has a friendly personality. He has had occasion to investigate Applicant cases which developed derogatory data and were of the more complicated nature. He handled this type case very well and it is believed that he has had sufficient experience to investigate complicated matters with the average amount of supervision expected of an agent with his experience. He can be utilized as a participant in raids and dangerous assignments. He has been assigned to the SGE-Applicant Squad since November, 1956 where he has handled various type Applicant investigations. Prior to that time he was assigned to General Criminal and Selective Service matters. SA ANDERSON has demonstrated an above average investigative ability and his reports and other paper work require an average amount of supervision. He is extremely cooperative, enthusiastic and a consistently diligent worker. His production is above average and he willingly accepts any assignment. SA ANDERSON is continuing to develop in a very satisfactory fashion.

PART II. SPECIFIC COMMENTS

1. Justification for any Minus Ratings Given  
Not Applicable.
  
2. Experience and Ability as Inspector's Aide  
Not Applicable.

RDR:wap  
(2)

MRA  
Initials

3. Participation in Informant Programs

Has exhibited proper interest in the informant program and presently is handling a potential criminal informant which he developed.

4. Testifying Experience and Ability

Has testified during the current rating period in U. S. District Court and made a satisfactory witness.

5. Disciplinary Action

Not Applicable.

6. Accounting Information

Not Applicable.

7. Police Instruction

Not Applicable.

8. Sound Training

Not Applicable.

9. Current Suitability for Administrative Advancement

Not Applicable.

Rating: EXCELLENT

S.R.A.  
Initials

1. Agency and organizational designations <b>F.B.I., U. S. Dept. of Justice</b>				2. Pay period		3. Block No.		4. Slip No. <b>4013</b>	
5. Employee's name (and social security account number when appropriate) <b>MR. MINTON R. ANDERSON SA 14842</b>				6. Grade and salary <b>GS 10 \$6185</b>					
<b>PAY ROLL CHANGE DATA</b>									
	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous amount									
8. New amount									
9. Pay this period									
10. Remarks:						11. Appropriation(s)		12. Prepared by	
								13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase      Pay adjustment <input type="checkbox"/> Other step-increase									
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.					
<b>4-21-57</b>	<b>4-22-56</b>	<b>\$6050</b>	<b>\$6185</b>	(Signature or other authentication)					
19. LWOP data (fill in appropriate spaces covering LWOP during following period(s):				(Check applicable box in case of excess LWOP)					
Period(s):				<input type="checkbox"/> In pay status at end of waiting period.					
<input checked="" type="checkbox"/> No excess LWOP      Total excess LWOP				<input type="checkbox"/> In LWOP status at end of waiting period. <b>MA/mwb</b> Initials of Clerk					
STANDARD FORM NO. 1120d—Revised Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 102									
<b>PAY ROLL CHANGE SLIP—PERSONNEL COPY</b>									

## PAST SAFE DRIVING RECORD CERTIFICATION

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL)

Anderson, Merton Roger

DATE

5/21/56

DIVISION AND SECTION ASSIGNED

San Francisco - ~~General Criminal~~ <sup>FBI</sup>

POSITION TITLE

Special Agent, FBI

THIS IS TO CERTIFY THAT I PRESENTLY ☒ HOLD ☐ ~~DO NOT~~ HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.

PERMIT ISSUED BY:

(STATE, ~~PERMIT NO.~~  
~~PERMIT NO.~~ of California

PERMIT NUMBER

F 696288

PERMIT EXPIRES

8/22/59

THIS IS AN UNRESTRICTED (~~RESTRICTED~~) PERMIT. (IF RESTRICTED, EXPLAIN BELOW)  
(STRIKE OUT ONE)THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY 30,000 MILES. DURING THIS TIME (A) I ☐ ~~HAVE~~ ☒ HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I ☐ ~~HAVE~~ ☒ HAVE NOT BEEN HELD AT FAULT\* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

\* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.

  
 SIGNATURE OF OPERATOR

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL)

DE JEAN, MORRIS M.

POSITION TITLE

Special Agent

DATE

6/23/56

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:



CONTINUOUS SAFE DRIVING RECORD



INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT \*\*

I CERTIFY THAT THIS EMPLOYEE IS:

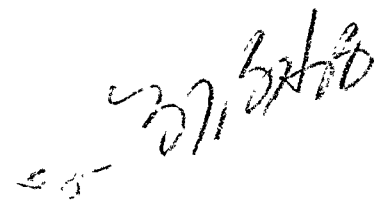


QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.



NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:


  
 (SIGNATURE OF REVIEWING OFFICIAL)

\*\* "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

TO BE FILLED IN BY OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL	
<p>I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:</p> <p><input checked="" type="checkbox"/> There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.</p> <p><input type="checkbox"/> On the basis of items checked on this form or other information, this applicant must be referred for physical examination before he is authorized to operate a Government-owned motor vehicle or his current authorization is renewed.</p> <p><input type="checkbox"/> Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; width: fit-content;"> <p style="text-align: center;">10 OCT 6 1956</p> </div> <div style="margin-top: 10px;"> <div style="display: inline-block; text-align: center; margin-right: 20px;">58</div> <div style="display: inline-block; text-align: center;"> <p style="font-size: 2em;">37</p> <p style="font-size: 2em; margin-top: -10px;">BHB</p> </div> </div>	
<p>SIGNATURE OF DESIGNATED OFFICIAL</p> <p style="font-family: cursive; font-size: 1.2em;">William W. DeJean</p>	<p>DATE</p> <p style="font-size: 1.2em;">6-23-56</p>

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

*Wilton m*

Name of Employee: MERTON R. ANDERSON

Where Assigned: San Francisco  
(Division) (Section, Unit)

Payroll Title: Special Agent, GS-10

Rating Period: from April 1, 1955, to March 31, 1956.

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

*MRP*

Rated by: J. Allison Conley Supervisor 3/31/56  
Signature Title Date

Reviewed by: William M. Wheeler Special Agent in Charge 3/31/56  
Signature Title Date

Rating approved by: J. F. Mohr Assistant Director APR 24 1956  
Signature Title Date

*241457-60*

**TYPE OF REPORT**

(X) Official  
(X) Annual

( ) Administrative  
( ) 60-day  
( ) Transfer  
( ) Separation from service  
( ) Special

47 APR 26 1956

*MRP*

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSON

Title Special Agent, GS-10

Rating Period: from 4/1/55 to 3/31/56

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- |   |  |
|---|--|
| <p><u>✓</u> (1) Personal appearance.<br/> <u>✓</u> (2) Personality and effectiveness of his personal contacts.<br/> <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/> <u>✓</u> (4) Physical fitness (including health, energy, stamina).<br/> <u>+</u> (5) Resourcefulness and ingenuity.<br/> <u>+</u> (6) Forcefulness and aggressiveness as required.<br/> <u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.<br/> <u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.<br/> <u>✓</u> (9) Planning ability and its application to the work.<br/> <u>✓</u> (10) Accuracy and attention to pertinent detail.<br/> <u>+</u> (11) Industry, including energetic consistent application to duties.<br/> <u>✓</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/> <u>✓</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.<br/> <u>✓</u> (14) Technical or mechanical skills.<br/> <u>✓</u> (15) Investigative ability and results:<br/> <u>○</u> (a) Internal security cases<br/> <u>✓</u> (b) Criminal or general investigative cases<br/> <u>✓</u> (c) Fugitive cases<br/> <u>○</u> (d) Applicant cases<br/> <u>○</u> (e) Accounting cases<br/> <u>✓</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.<br/> <u>✓</u> (18) Development of informants and sources of information.<br/> <u>✓</u> (19) Reporting ability:<br/> <u>✓</u> (a) Investigative reports<br/> <u>✓</u> (b) Summary reports<br/> <u>✓</u> (c) Memos, letters, wires<br/>         (Consider: <u>   </u> conciseness; <u>   </u> clarity; <u>   </u> organization; <u>   </u> thoroughness; <u>   </u> accuracy; <u>   </u> adequacy and pertinency of leads; <u>   </u> administrative detail.)<br/> <u>✓</u> (20) Performance as a witness.<br/> <u>○</u> (21) Executive ability:<br/> <u>   </u> (a) Leadership<br/> <u>   </u> (b) Ability to handle personnel<br/> <u>   </u> (c) Planning<br/> <u>   </u> (d) Making decisions<br/> <u>   </u> (e) Assignment of work<br/> <u>   </u> (f) Training subordinates<br/> <u>   </u> (g) Devising procedures<br/> <u>   </u> (h) Emotional stability<br/> <u>   </u> (i) Promoting high morale<br/> <u>   </u> (j) Getting results<br/> <u>✓</u> (22) Ability on raids and dangerous assignments:<br/> <u>○</u> (a) As leader<br/> <u>   </u> (b) As participant<br/> <u>+</u> (23) Organizational interest, such as making of suggestions for improvement.<br/> <u>✓</u> (24) Ability to work under pressure.<br/> <u>✓</u> (25) Miscellaneous. Specify and rate:<br/> <u>   </u> Dictation ability<br/> <u>   </u> Automobile driving ability</p> |
|---|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): General Criminal and Selective Service Squads

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? no (If so, explain in narrative comments.)

ADJECTIVE RATING: SRA.

**SATISFACTORY**

Outstanding, Satisfactory, Unsatisfactory



San Francisco, California  
March 31, 1956

ADDENDUM

Name: MERTON R. ANDERSON  
Position: Special Agent  
Grade: GS-10

PART I GENERAL COMMENTS

SA ANDERSON is of medium build, a neat and conservative dresser, and presents a good appearance at all times. He is soft-spoken, possesses a pleasing personality, and has demonstrated average forcefulness and aggressiveness as required. During the rating period he has been assigned to the General Criminal and Selective Service Squads and performed a variety of general criminal assignments in a satisfactory manner. His paper work has been above average for a new agent. He has not handled complicated investigative matters and requires an average amount of supervision for an agent of his experience. His dictation has been rated as excellent. He is physically fit and capable of participating in raids or dangerous assignments involving possible use of firearms and defensive tactics under supervision, and he has participated in physical surveillances in a satisfactory manner. There are no limitations on his availability.

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

Not applicable.

2. Experience and Ability as Inspector's Aide

Not applicable.

3. Participation in Informant Programs

Is fully cognizant of this program and has developed three potential criminal informants during the rating period.

JAC:ER

M.R.A.  
Initials

4. Testifying Experience and Ability

Has testified in U. S. District Court during rating period and his performance was satisfactory in all respects. He has not had an opportunity to testify before the U. S. Commissioner or Federal Grand Jury.

5. Disciplinary Action

Not applicable.

6. Accounting Information

Not applicable.

7. Police Instruction

Not applicable.

8. Sound Training

Not applicable.

9. Potentiality for and Interest in Administrative Advancement

Not applicable.

Rating: SATISFACTORY.

M.R.G.  
Initials

# Best Copy Available

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation					2. Pay roll period		3. Block No.		4. Slip No. <b>17761</b>	
5. Employee's name (and social security account number when appropriate) <b>SA [unclear] 11042 7A</b>					6. Grade and salary <b>GS 10 16050</b>					
<b>PAY ROLL CHANGE DATA</b>										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:					11. Appropriation(s) <b>37</b>				12. Prepared by	
									13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase										
14. Effective date <b>4-22-56</b>	15. Date last equivalent increase <b>4-12-55</b>	16. Old salary rate <b>20915</b>	17. New salary rate <b>26050</b>	18. Performance rating is satisfactory or better.						
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): <input type="checkbox"/> No excess LWOP. Total excess LWOP				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.						
				(Signature or other authentication) <b>JA: RPL</b> Initials of Clerk						

STANDARD FORM NO. 1126d—Revised  
Form prescribed by Comp. Gen., U. S.  
Nov. 8, 1950, General Regulations No. 102

**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Lois S. Anderson Relationship Wife Date 3/7/56  
Address [REDACTED]

b6  
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Lois S. Anderson Relationship Wife Date 3/7/56  
Address [REDACTED]

Very truly yours,

MERTON R. ANDERSON

Special Agent

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

*Morton R. Anderson  
11/1/55*

Name of Employee: MERTON R. ANDERSON

Where Assigned: San Francisco (Division) (Section, Unit)

Payroll Title: Special Agent GS-11 ?

Rating Period: from August 21, 1955 to October 25, 1955

ADJECTIVE RATING: Satisfactory  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

*M.R.A.*

Rated by: *[Signature]* Supervisor Title 10/24/55  
Signature Date

Reviewed by: *William M. Whelan* Special Agent in Charge Title 10/24/55  
Signature Date

Rating approved by: *[Signature]* Assistant Director Title NOV 1 1955  
Signature Date

TYPE OF REPORT

( ) Official

( ) Annual

(X) Administrative

(X) 60-day

( ) Transfer

( ) Separation from service

( ) Special

NOV 1 1955

*[Signature]*

NARRATIVE COMMENTS

PERS. FILES,

10 31 ✓

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle Special Agent - GS 11Rating Period: from 8/21/55 to 10/24/55

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- |  |  |
|--|--|
| <p><u>✓</u> (1) Personal appearance.<br/> <u>✓</u> (2) Personality and effectiveness of his personal contacts.<br/> <u>✓</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/> <u>✓</u> (4) Physical fitness (including health, energy, stamina).<br/> <u>✓</u> (5) Resourcefulness and ingenuity.<br/> <u>✓</u> (6) Forcefulness and aggressiveness as required.<br/> <u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.<br/> <u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.<br/> <u>✓</u> (9) Planning ability and its application to the work.<br/> <u>✓</u> (10) Accuracy and attention to pertinent detail.<br/> <u>✓</u> (11) Industry, including energetic consistent application to duties.<br/> <u>✓</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/> <u>✓</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.<br/> <u>✓</u> (14) Technical or mechanical skills.<br/> <u>✓</u> (15) Investigative ability and results:<br/> <u>✓</u> (a) Internal security cases<br/> <u>✓</u> (b) Criminal or general investigative cases<br/> <u>✓</u> (c) Fugitive cases<br/> <u>✓</u> (d) Applicant cases<br/> <u>✓</u> (e) Accounting cases<br/> <u>✓</u> (16) Physical surveillance ability</p> | <p><u>✓</u> (17) Firearms ability.<br/> <u>✓</u> (18) Development of informants and sources of information.<br/> <u>✓</u> (19) Reporting ability:<br/> <u>✓</u> (a) Investigative reports<br/> <u>✓</u> (b) Summary reports<br/> <u>✓</u> (c) Memos, letters, wires<br/>         (Consider: <u>✓</u> conciseness; <u>✓</u> clarity; <u>✓</u> organization; <u>✓</u> thoroughness; <u>✓</u> accuracy; <u>✓</u> adequacy and pertinency of leads; <u>✓</u> administrative detail.)<br/> <u>✓</u> (20) Performance as a witness.<br/> <u>○</u> (21) Executive ability:<br/> <u>✓</u> (a) Leadership<br/> <u>✓</u> (b) Ability to handle personnel<br/> <u>✓</u> (c) Planning<br/> <u>✓</u> (d) Making decisions<br/> <u>✓</u> (e) Assignment of work<br/> <u>✓</u> (f) Training subordinates<br/> <u>✓</u> (g) Devising procedures<br/> <u>✓</u> (h) Emotional stability<br/> <u>✓</u> (i) Promoting high morale<br/> <u>✓</u> (j) Getting results<br/> <u>✓</u> (22) Ability on raids and dangerous assignments:<br/> <u>✓</u> (a) As leader<br/> <u>✓</u> (b) As participant<br/> <u>✓</u> (23) Organizational interest, such as making of suggestions for improvement.<br/> <u>✓</u> (24) Ability to work under pressure.<br/> <u>✓</u> (25) Miscellaneous. Specify and rate:<br/> <u>✓</u> Dictation ability<br/> <u>✓</u> Automobile driving ability</p> |
|--|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): General Criminal Squad

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING : Satisfactory

Outstanding, Satisfactory, Unsatisfactory

San Francisco, California  
October 24, 1955

ADDENDUM

RE - MERTON R. ANDERSON  
SPECIAL AGENT

This Agent is of medium height, slender build, dresses neatly and conservatively and presents a good appearance. He has a pleasing personality, a friendly manner and creates a good impression upon those with whom he comes in contact. He has demonstrated average forcefulness and aggressiveness for a new Agent and has required average supervision.

During the rating period he has been assigned to the General Criminal Squad and has handled a variety of general criminal type cases and leads, including TFIS, ITSMV, WSTA, Deserter, TGP, CGR, UFAP and BR. He is a good typist and his rough drafts are neatly prepared. His investigations have been thorough and his paper work has been above average for a new Agent. As a former Bureau clerk he has shown above average knowledge for a new Agent of the Bureau's rules and regulations. He has not yet been rated as a dictator by the stenographers. He has completed his six weeks new Agents' training classes. He has not developed any informants or participated in the suggestion program.

He has testified satisfactorily in moot court but as yet has not had an opportunity to testify in any Federal proceeding. He has participated in two apprehensions and there are no limitations on his physical condition preventing his use on raids, dangerous assignments or defensive tactics. His contacts with police officials and outsiders have been satisfactory. He is proficient in the operation of an automobile. He has not had an opportunity to demonstrate any executive or administrative ability.

This Agent is progressing in a satisfactory manner and should have no difficulty in becoming an average Agent.

FGB:rn

MR.A.  
Employees' initials



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 10/7/55

FROM : SAC, San Francisco (1-108)

SUBJECT: MOOT COURT TRAINING  
FIRST OFFICE AGENTS  
SAN FRANCISCO

The following First Office Agents received Moot Court training on September 30, 1955:

MERTON R. ANDERSON  
ALFRED C. GREINER  
EDWARD J. MC GOEY  
LOUIS J. PAPANJOSEPH E. SCOTT  
ROBERT C. SMITH  
IRVING C. STONE  
LYLE J. THEISEN

These agents handled themselves in a satisfactory manner and I feel that they will capably represent the Bureau when called on to testify officially.

This brings up to date this phase of First Office Agent training.

FTM:DAS  
(11)cc: Personnel file each of above  
listed agents

241-58

67 OCT 24 1955

12/18/55 (26)

Jm

TO : SAC, San Francisco

PERSONAL ATTENTION

DATE: August 24, 1955

FROM : Director, FBI

SUBJECT: MERTON R. ANDERSON  
ALFRED C. GREINER (A)  
LOUIS J. PAPAN  
JOSEPH E. SCOTT  
Special Agents

There are transmitted herewith duplicate copies of the following papers concerning the above-captioned Special Agent which are to be included in the field personnel files:

Vocation record  
FBI Personal Status Form  
Performance report  
Physical examination report  
Property record

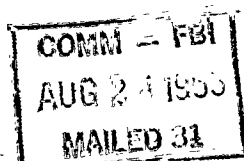
The performance report is for your confidential information, and may be used by you as a guide in future training. There is also transmitted herewith the field personnel file of Agent Anderson, who was formerly assigned to San Antonio.

Enclosures (21)

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MJS:mms

(9)



341 431-57

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 8/17/55

FROM : MR. HARBO  
MERTON R. ANDERSON

SUBJECT: PERFORMANCE REPORT

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

Date of Training School: 4/18/55 - 8/10/55      Age: 34 (7/21/20)  
 Legal Residence: San Antonio, Texas      Marital Status: M-1  
 Offices of Preference:      Assigned to: San Francisco  
 San Antonio, Milwaukee, Dallas  
 Education: Baraboo High School, Baraboo, Wis., graduated, 1934-38.  
 Madison Business College, Madison, Wis., 1939-41, graduated.  
 Trinity University, San Antonio, Texas, 1951-55, B.S.  
 Previous Experience:  
 Security Patrol Clerk, FBI, San Antonio, Texas, 3/51-4/55.  
 Parts Manager, Kollman Chevrolet Co., Hondo, Texas, 5/48-3/51.  
 Deputy County Clerk, Medina County, Hondo, Texas, 3/46-5/48.  
 Military Service: Air Force, 8/12/42 to 3/15/46, Pvt. to S. Sgt.  
                                 No Reserve status.  
 Language Proficiency: None  
 First Aid: Qualified in Red Cross Advanced Course.

Training School Grades

Auto Driving:	S	Shotgun:	100
Double Action:	86	81 Rifle:	75
Practical Pistol Course:	70	Machine Gun:	69

Anderson makes a very nice personal appearance. He keeps himself neatly groomed and he seems to be mature, clean-cut and strong. His personality is very good. He has the ability to make an immediate friendly, businesslike and effective contact. His performance in all phases of the training has been satisfactory and his attitude is excellent. He should be able to make satisfactory contacts on behalf of the Bureau.

During firearms training Anderson experienced some difficulty in firing the Bureau weapons at first, possibly due to unfamiliarity with these guns; but he had no difficulty in firing qualifying scores on any of the Bureau courses. He has a good knowledge of the weapons.

Anderson should develop into a satisfactory agent.

RECORDED - 143

241451-56  
387116

AUG 21 1955



FD-67  
(5-19-47)

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

Director, FBI

Dear Sir:

NOTICE OF ARRIVAL OR DEPARTURE OF  
EMPLOYEES ON SPECIAL OR COURT ASSIGNMENTS;  
ALSO NOTICE OF ARRIVAL OR DEPARTURE OF EMPLOYEES ON TRANSFER

NAME ANDERSON, MERTON R.

OFFICE OF ASSIGNMENT SAN FRANCISCO

NATURE OF ASSIGNMENT TRANSFER

ARRIVED 8/21/55 2:40 PM  
(Time and Date)

REPORTED FOR DUTY (necessary only for arrivals on transfer):  
\_\_\_\_\_

DEPARTED \_\_\_\_\_

DESTINATION \_\_\_\_\_

Following information to be furnished only when an employee  
arrives your office on transfer:


PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY:

NAME Mrs. Merton R. Anderson

ADDRESS Governor Hotel, 180 Turk St., San Francisco  
Rm. 812

RELATIONSHIP Wife

Very truly yours,

  
William M. Whelan  
SAC

147  
53<sup>dr</sup> AUG 26 1955

INDEXED-2  
37  
parking

Director, FBI

March 23, 1955

SAC, San Antonio (67-115)

ASSIGNMENT OF SPECIAL EMPLOYEES  
AND MATURE CAREFULLY SELECTED MALE  
CLERKS TO RESPONSIBLE DUTIES

~~PERSONAL AND CONFIDENTIAL~~

(U)

Re SAC Letter 55-22 (8), 3/15/55.

The following information is submitted in response to questionnaire entitled: "Replacement of Agents by Special Employees and Male Clerks."

TECHNICAL SURVEILLANCES

1. A. & B. San Antonio now has no Special Agents or Special Employees used on technical surveillances, full-time or part-time.  
  
C. San Antonio has one Special Employee, ROBERT A. LEHNE, GS-9, who is not used on technical surveillances but who is available for transfer where needed on technical surveillances. Mr. LEHNE advises that if transferred from San Antonio he would prefer the West Coast or foreign assignment but is available for any office. He has a speaking and fair translating knowledge of German.  
  
D. San Antonio has no Special Employee unavailable for transfer.
2. & 3. San Antonio has no pending or anticipated technical surveillances. The most likely foreign languages which might be encountered in a future case would be German or Spanish.
4. San Antonio has no male clerks with proficiencies in Russian, Serbo-Croatian, Slovene, Czech, Slovak, Polish, Hungarian, Romanian or Modern Hebrew.

VHB:JMW

1 cc. File - Lehne  
Anderson  
Farrell  
Yarbrough

Letter to the Director

3/23/55

RECORD CHECKS AND OTHER DUTIES

1. Credit and criminal checks, review of vital statistic records, and INS record checks in San Antonio are handled largely by SE ROBERT A. LEHNE who is assisted part-time by RCO WILLIAM R. SWOPE, GS-7. Mr. LEHNE also handles Bureau automobile matters, contracts, and firearms and range maintenance. In the event circularization of motels and tourist courts in the State of Texas becomes necessary, this circularization is handled by SE LEHNE at the office of the Texas Motor Carriers Insurance Corporation at Austin.

In other cities in this division all record checks are made by Resident or Road Trip Agents assigned to those areas. Because of the scattered nature of those inquiries it does not appear feasible to have them done by a clerk. Consideration has been given previously to having a clerk or Special Employee assigned to the Austin Resident Agency covering the state capital of Texas for the purpose of reviewing records of such Agencies as the Texas Highway Department, Department of Public Safety, State Selective Service Headquarters, State Bureau of Vital Statistics, etc. Many such checks are now being handled by field offices on a correspondence basis and many motor vehicle checks are made from San Antonio through Texas DPS radio. Many of those leads which are assigned at Austin are coupled with other investigative leads which generally require that the check be made by a Special Agent.

2. No male clerks, GS-5 through GS-7, are needed for the above duties in addition to SE LEHNE. Should SE LEHNE be transferred, one male clerk would be needed to replace him.
3. San Antonio has three male clerks who would be qualified for consideration for such position in San Antonio or another office.

Letter to the Director

3/23/55

4. The three clerks mentioned above are identified as follows:

MERTON R. ANDERSON, Security Patrol Clerk (Relief Shift) GS-5, GS 301-5-55-F-116. Mr. ANDERSON was born July 21, 1920, and has been employed as a clerk in this office since March 25, 1951. He has been a good, conscientious employee and has sufficient intelligence, maturity, judgement, personality and appearance to properly represent the Bureau. He is available where needed. His offices of preference are San Antonio, Dallas, and Milwaukee. Mr. ANDERSON has applied and been recommended for the position of Special Agent since he secured his B. S. degree in business administration from Trinity University, San Antonio, in January, 1955.

C. MAXTON FARRELL, Security Patrol Clerk (Night Shift) GS-5, GS 301-5-55-F-115. Mr. FARRELL was born [redacted] EOD at Bureau October 18, 1948, and has been assigned to San Antonio since May 10, 1951. He is an experienced, conscientious employee and has the necessary attributes to properly represent the Bureau. He is a student at St. Mary's University, San Antonio, and expects to secure a B. A. degree about January, 1957, after which he desires to apply for Special Agent. He came to San Antonio because of an asthmatic condition of his wife, NELLIE H. FARRELL, who is an Administrative Clerk, GS-4, in this office. He advised this condition has since cleared up and that he is available for transfer to any office, preferably southern or western. His offices of preference are Charlotte, San Antonio and Norfolk.

EDWARD F. YARBROUGH, Security Patrol Clerk (Midnight Shift) GS-3, GS 301-5-55-F-114. Mr. YARBROUGH was born [redacted] and has been a clerk in this office since June 9, 1952. He is handling the midnight security patrol shift on a trial basis and is being recommended for reallocation to GS-5. Mr. YARBROUGH is young but appears to have sufficient intelligence, maturity, judgement, personality and appearance to represent the Bureau in this field. He is available for assignment in any office after the end of his present semester at Trinity University, San Antonio, about June 1, 1955.

b6  
b7c

NAME: Merton R. Anderson (M) New Agents' Class #14 EOD 4/18/55  
TITLE: Special Agent  
AGE: 34 7/21/20 HEIGHT: 5'8" WEIGHT: 142  
PLACE OF BIRTH: Wis. Dells, Wisconsin  
LEGAL RESIDENCE: San Antonio, Texas  
MARITAL STATUS: Married, one child 9 years  
EDUCATION:  
Baraboo High School Baraboo, Wis. 1934-38 Graduated  
Madison Business College Madison, Wis. 1939-41 Graduated  
Trinity University San Antonio, Texas 1951-55 B.S.

PREVIOUS EMPLOYMENT:

Security Patrol Clerk	FBI	San Antonio, Texas	3/51-4/55
Parts Manager	Kollman Chevrolet Co.	Hondo, Texas	5/48-3/51
Deputy County Clerk	Mediva County	Hondo, Texas	3/46-5/48

MILITARY SERVICE:

Air Force, 8/12/42 to 3/15/46, from Pvt. to S. Sgt. No reserve status.

LANGUAGE PROFICIENCY:

None

OFFICES OF PREFERENCE: San Antonio, Milwaukee, Dallas

Counselor D. W. Morley reports:

Anderson presents a neat and mature appearance and dresses in good taste. He makes a very good impression. He is friendly and businesslike in his approach and should be able to make satisfactory contacts on behalf of the Bureau. His progress to date in all phases of the training program have been satisfactory. He has exhibited a sincere enthusiastic attitude toward becoming a Special Agent and is proud of his association with the Bureau. He is a former Bureau clerk in the San Antonio Office and should develop into a satisfactory Special Agent.

Mr. Watson states: This young man makes a very nice personal appearance. He keeps himself neatly groomed and he seems to be mature, clean-cut, and strong. His personality is likewise very good. He has the ability to make an immediate friendly, businesslike, and effective contact. It is believed that he will develop into a satisfactory investigator in a reasonably short time. Anderson has five rooms of furniture in San Antonio. He is available for assignment to any part of the country.

*Snapped  
letter prepared  
4-17-55  
dan*

*San Antonio  
3 JPM  
JPM*

3 AUG 5 1955-



July 19, 1955

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Anderson:

Your headquarters are being changed, public business permitting,  
from Washington, D. C., to San Francisco,  
California, effective upon your  
arrival there on or after this date.

This change is made for official reasons and not primarily for your convenience or benefit, or at your request. You will be allowed your necessary expenses of transportation and a per diem in lieu of subsistence of \$9.00 in connection therewith, such expenses to include the transportation of your immediate family as provided for in Public Law 600 of August 2, 1946, and Executive Order 9805, approved November 25, 1946, as amended.

You are authorized to use a privately owned automobile in connection with your transfer and you will be reimbursed at the rate of seven cents per mile not to exceed the cost of common carrier by the most direct route, plus incidental expenses in connection therewith, of all persons officially traveling in that vehicle. Should your dependents travel by privately owned automobile separate and apart from you, mileage at seven cents per mile is authorized under the same conditions as above.

The transportation of your household goods and personal effects will be paid in accordance with regulations contained in Public Law 600 of August 2, 1946, and Executive Order 9805, approved November 25, 1946, as amended.

Enclosure

CC - Mr. Harbo (P)

ERC:dam

3

*dam*

RECORDED - 143

Very truly yours,

*J. E. Hoover*  
John Edgar Hoover  
Director

COMM - FBI

JUL 19 1955

MAILED 31

JUL 22 1955

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

July 19, 1955

Special Agent in Charge  
San Francisco, California

Dear Sir:

This is to advise you that Special Agent Merton R. Anderson, who entered on duty 4-18-55, in Grade GS-10, at a salary of \$5500 per annum, has been directed to report to you for assignment. The training school terminates on 8-10-55, on which date he will proceed to your division. You should advise the date of his arrival.

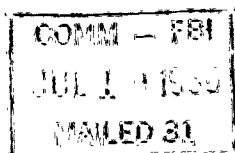
You are instructed to continue the training of the agent so that he may receive experience in all branches of the work of the Bureau. In submitting special performance reports, in accordance with the provisions of the Manual of Rules and Regulations you should include statements as to the kinds of cases on which the employee has been engaged, his ability or lack thereof in any certain phase of the work, and particularly his ability to perform more involved investigations, such as bankruptcy. It is further desired that you give your personal attention to the development of this employee along administrative and executive lines and that any pertinent information indicating possibilities for assignment to such work be reported to the Washington headquarters of the Bureau from time to time.

ERC:dam

2

Very truly yours,

*J. E. Hoover*  
John Edgar Hoover  
Director



58 JUL 21 1955

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

June 29, 1955

I certify that I have received the following Government property for official use:  
~~returned~~

New Commission Card with case # 5277

RETURNED

Old Commission Card with case # XXXXXX

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE  
3-M

~~PER~~  
NOT RECORDED

Very truly yours,

*Merton R. Anderson*

Merton R. Anderson  
Special Agent

35  
6 JUL 1 1955

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Lois I. Anderson Relationship wife Date June 1, 1955  
Address [REDACTED]

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Lois I. Anderson Relationship wife Date June 1, 1955  
Address [REDACTED]

Very truly yours,

JUN 21 1955

Merton R. Anderson, Special Agent

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have received the following Government property for official use:

~~returned~~  
~~XXXXXX~~

.38 S & W MILITARY AND POLICE REVOLVER # \_\_\_\_\_

Hip Holster for above

Grip adapter for above

.38 COLT OFFICIAL POLICE REVOLVER # 681243

Hip Holster for above

Grip adapter for above

*received from you*  
**R E A D**

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

*Very truly yours,*  
*Merton R. Anderson*  
Merton R. ANDERSON

(Present address) Washington D.C.(Date) 4/18/55

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

In accepting an appointment to a position in the Federal Bureau of Investigation, United States Department of Justice, I hereby agree that I will be governed by the following provisions:

1. That my retention in the Bureau will be contingent upon the performance of satisfactory services.
2. That the confidential character of the relations of the employees of the Federal Bureau of Investigation with the public, and with each other, is fully understood by me.
3. That the strictly confidential character of any and all information secured by me in connection, directly or indirectly, with my work as an employee of this Bureau, or the work of other employees of which I may become cognizant, is fully understood by me.
4. That neither during my tenure of service with the Federal Bureau of Investigation, nor at any time, will I violate this confidence nor will I divulge any information of any kind or character whatsoever that may become known to me to persons not officially entitled thereto.

I further certify that the conditions specified herein are agreeable to me, and that I am entering on duty as an employee of the Federal Bureau of Investigation with a full knowledge of the conditions above set forth.

Very truly yours,

Merton R. Anderson, S.A.  
Signature and Title of Position

Subscribed and sworn to before me this

18 day of April, A.D. 1955  
Betty B. Madley  
 Notary Public

UNDER AUTHORITY OF THE  
ACT OF JUNE 26, 1943

NOT RECORDED

## THE FBI PLEDGE FOR LAW ENFORCEMENT OFFICERS

Humbly recognizing the responsibilities entrusted to me, I do vow that I shall always consider the high calling of law enforcement to be an honorable profession, the duties of which are recognized by me as both an art and a science. I recognize fully my responsibilities to defend the right, to protect the weak, to aid the distressed, and to uphold the law in public duty and in private living. I accept the obligation in connection with my assignments to report facts and to testify without bias or display of emotion, and to consider the information, coming to my knowledge by virtue of my position as a sacred trust, to be used solely for official purposes. To the responsibilities entrusted to me of seeking to prevent crime, of finding the facts of law violations and of apprehending fugitives and criminals, I shall give my loyal and faithful attention and shall always be equally alert in striving to acquit the innocent and to convict the guilty. In the performance of my duties and assignments, I shall not engage in unlawful and unethical practices but shall perform the functions of my office without fear, without favor, and without prejudice. At no time shall I disclose to an unauthorized person any fact, testimony, or information in any pending matter coming to my official knowledge which may be calculated to prejudice the minds of existing or prospective judicial bodies either to favor or to disfavor any person or issue. While occupying the status of a law enforcement officer or at any other time subsequent thereto, I shall not seek to benefit personally because of my knowledge of any confidential matter which has come to my attention. I am aware of the serious responsibilities of my office and in the performance of my duties I shall, as a minister, seek to supply comfort, advice and aid to those who may be in need of such benefits; as a soldier, I shall wage vigorous warfare against the enemies of my country, of its laws, and of its principles; and as a physician, I shall seek to eliminate the criminal parasite which preys upon our social order and to strengthen the lawful processes of our body politic. I shall strive to be both a teacher and a pupil in the art and science of law enforcement. As a lawyer, I shall acquire due knowledge of the laws of my domain and seek to preserve and maintain the majesty and dignity of the law; as a scientist, it will be my endeavor to learn all pertinent truth about accusations and complaints which come to my lawful knowledge; as an artist, I shall seek to use my skill for the purpose of making each assignment a masterpiece; as a neighbor, I shall bear an attitude of true friendship and courteous respect to all citizens; and as an officer, I shall always be loyal to my duty, my organization, and my country. I will support and defend the Constitution of the United States against all enemies, foreign and domestic; I will bear true faith and allegiance to the same, and will constantly strive to cooperate with and promote cooperation between all regularly constituted law enforcement agencies and officers in the performance of duties of mutual interest and obligation.

69  
4/18/55  
Date

Merton R. Anderson  
Name

Special Agent  
Title

FBI  
Law Enforcement Organization

Washington, D.C.  
City

State

**FEDERAL BUREAU OF INVESTIGATION**  
**UNITED STATES DEPARTMENT OF JUSTICE**

## REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON

Where Assigned: San Antonio Chief Clerk's Office  
(Division) (Section, Unit)

Payroll Title: Security Patrol Clerk, Relief Shift, GS-5, GS 301-5-55-  
F-116

Rating Period: from October 1, 1954 to April 15, 1955

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

Initials  
MPA

Rated by: Scott J. Warner Special Agent in Charge April 15, 1955  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating approved by: \_\_\_\_\_

Signature	Title	Date
-----------	-------	------

TYPE OF REPORT

( ) Official  
( ) Annual

RECORDED - 141

(X) Administrative

( ) 60-day APR 22 1955

( ) ~~Transfer~~ **FEDERAL BUREAU OF INVESTIGATION**

( ) Separation from service

(X) Special

26 APR 27 1955

3-8/1/14



NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR NON-INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSON

Title Security Patrol Clerk,

Rating Period: from 10/1/54 to 4/15/55 <sup>GS-5</sup>

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
- ✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
- 0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><u>✓</u> (1) Personal appearance.</li> <li><u>✓</u> (2) Personality, including effectiveness of personal contacts.</li> <li><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>✓</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.</li> <li><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Accuracy and attention to pertinent detail.</li> <li><u>+</u> (10) Industry, including energetic consistent application to duties.</li> <li><u>+</u> (11) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>+</u> (12) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.</li> <li><u>✓</u> (13) Technical or mechanical skills.</li> </ul> | <ul style="list-style-type: none"> <li><u>+</u> (14) Organizational interest, such as making of suggestions for improvement.</li> <li><u>✓</u> (15) Ability to work under pressure.</li> <li><u>0</u> (16) Supervisory ability:               <ul style="list-style-type: none"> <li><u>-</u> (a) Leadership</li> <li><u>-</u> (b) Ability to handle personnel</li> <li><u>-</u> (c) Planning</li> <li><u>-</u> (d) Making decisions</li> <li><u>-</u> (e) Assignment of work</li> <li><u>-</u> (f) Training subordinates</li> <li><u>-</u> (g) Devising procedures</li> <li><u>-</u> (h) Emotional stability</li> <li><u>-</u> (i) Promoting high morale</li> <li><u>-</u> (j) Getting results</li> </ul> </li> <li><u>✓</u> (17) Planning ability and its application to the work.</li> <li><u>0</u> (18) Miscellaneous. Specify and rate:               <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> </li> </ul> |
|--|---|

A. Describe general nature of assignment during most of rating period (such as typing, stenography, secretarial, radio operating, translating):

Clerical (mail and files, communications, security patrol.)

B. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

*S.M.R.A.*

U. S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON 25, D. C.

FORM APPROVED  
BUDGET BUREAU NO. 50-R064

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-FIRST-MIDDLE INITIAL- LAST) <b>MR. MERTON R. ANDERSON</b> 11/8/42		2. DATE OF BIRTH <b>7-21-20</b>	3. JOURNAL OR ACTION No. <b>F. B. I.</b> <b>25873</b>	4. DATE <b>3-25-55</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>EXCEPTED APPOINTMENT</b>		6. EFFECTIVE DATE <b>4-18-55</b> <b>EOD</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>EXCEPTED BY LAW</b>	
FROM		TO		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		8. POSITION TITLE <b>Special Agent</b>	<b>GS 10</b> <b>\$5500 per annum and per diem</b> <b>in accordance with existing</b> <b>regulations.</b>	
		9. SERVICE, SERIES, SALARY, GRADE		
		10. ORGANIZATIONAL DESIGNATIONS		
		11. HEADQUARTERS		
12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL				
13. VETERAN'S PREFERENCE NONE WW11 OTHER 5-PT. 10-POINT DISAB. OTHER <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION <b>Series 1811 FBI#</b> <b>54-F-180, Ben W. Cunningham, Jr. prom GS 11 FBI#</b> <b>54-F-181 off 3-13-55</b>		
15. SEX <b>M</b>	16. RACE	17. APPROPRIATION S. & E., FBI 18. FROM: <b>SAME</b> TO: <b>APPROVED</b>		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>YES</b>
		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) <b>4-18-55</b>		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
<div><div><b>J. E. Hoover</b> DIRECTOR, F. B. I.</div><div><b>NOT RECORDED</b> <b>50</b> <b>2-1-55</b></div></div>				
SIGNATURE OR OTHER AUTHENTICATION				

REMARKS:

The provisions of the Universal Military Training and Service Act of 1951 have been complied with.  
The classification grade of this position is subject to post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 - Public Law #253, approved 11-1-51.

Mr. Anderson is presently employed in this Bureau as a Clerk, GS 5, \$3660 per annum, San Antonio Office, FBI#55-F-116.

1. PERSONNEL FILE  
26 APR 26 1955

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI, Attention: Training and Inspection Division DATE: April 15, 1955

FROM : SAC, San Antonio

SUBJECT: MERTON R. ANDERSON  
SECURITY PATROL CLERK (Relief Shift)  
GS-5 (GS 301-5-55-F-116)

Enclosed are the personnel file, performance rating and Identification Card No. 488 for the above captioned employee who has been offered an appointment as Special Agent. He is to report April 18, 1955.

Encl. (3)

SJW:JMW

26 APR 26 1955

## APPOINTMENT AFFIDAVITS

**IMPORTANT.**—Before swearing to these appointment affidavits, you should read and understand the attached information for appointee

Justice (Department or agency) FBI (Bureau or division) Washington, D. C. (Place of employment)

I, Merton Roger Anderson, do solemnly swear (or affirm) that—

### A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

As Special Agent 4/18/55  
(Date of entrance on duty)

Merton R. Anderson  
(Signature of appointee)

Subscribed and sworn before me this 18<sup>th</sup> day of April, A. D. 1955,  
at Washington (City) D. C. (State)

17 [SEAL]

Betty B. Maddox  
(Signature of officer)  
UNDER AUTHORITY OF THE  
ACT OF JUNE 26, 1948 (Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

Received 4/20/55

# DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State) *Present home*  
*803 Clover St., San Antonio 12 Texas* *Hotel Harrington, Washington, D.C.*

2. (A) DATE OF BIRTH *7/21/20* (B) PLACE OF BIRTH (city or town and State or country) *Miss Dells, Wis.*

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY. *Mrs Lois I. Anderson* (B) RELATIONSHIP *wife* (C) STREET AND NUMBER, CITY AND STATE *[Redacted]* TELEPHONE NO. *[Redacted]*

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☒ YES ☐ NO  
 If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- SHIP	MAR- RIED (Check one)	SINGLE
<i>LOIS I. Anderson</i>		<i>1. Clerk FBI 2. Temporary 3. FBI, San Antonio, Tex</i>	<i>wife</i>	<input checked="" type="checkbox"/>	
		1. _____ 2. _____ 3. _____			
		1. _____ 2. _____ 3. _____			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	ITEM NO.	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", give details in Item 10.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$25 OR LESS, OR FORFEITED COLLATERAL OF \$25 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? <i>If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

## INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) *Identity of appointee.*—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) *Age.*—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) *Citizenship.*—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61, constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) *Members of Family.*—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members-of-family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE  
FD-248 (10-20-54)

(To be executed by appointees having prior service in the  
Federal Government or the District of Columbia)

1. Standard Form #53 previously signed, which is a  
waiver indicating you do not desire coverage  
under the group life insurance plan.

☐ YES

☒ NO

If such a waiver has not previously been signed and you do not sign such  
a waiver at this time, it is not necessary to execute Standard Form #54  
"Designation of Beneficiary Federal Employee's Group Life Insurance  
Act of 1954" unless you wish to designate some person or persons as your  
beneficiary in a different order than indicated on the form.

2. Desire to sign waiver at this time.

☐ YES

☒ NO

Without a waiver and if one has not previously been signed you will  
automatically be covered by the insurance plan in this agency.

Date

Signed

*Ernest R. Anderson*

*only sent  
to payroll*

*4-18-55*

67-NOT RECORDED-3

32  
APR 21 1955

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

April 18, 1955

I certify that I have received the following Government property for official use:  
returned

FBI Identification Card #488

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY. 32

Very truly yours,  
*Merton R. Anderson* / jth  
Merton R. Anderson



RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

April 18, 1955

I certify that I have received the following Government property for official use:

~~returned~~

Agent's Badge # 333, with case

Agent's Brief Case XXXXXXX

F. B. I. Handbook # 838

APR 21 1955 32

**READ**

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

FILE

3-11

PER

*jth*

Very truly yours,  
Merton R. Anderson  
Special Agent

*Merton R. Anderson*

## OFFICIAL ENTRANCE PERFORMANCE RATING

Date: April 18, 1955

Name: Mr. Merton R. Anderson

Eod: April 18, 1955

Under the Federal Bureau of Investigation performance rating plan, every new employee is given an entrance performance rating which will constitute his official rating until superseded by a subsequent official rating.

The official entrance rating for this employee is satisfactory.

67-NOT RECORDED

APR 20 1955

INFORMATION CONCERNING LATEST FEDERAL EMPLOYMENT

Name Merton Roger Anderson  
Date of entry on duty in FBI originally 3/26/51 as Special Agent 4/18/55

Record of last employment with the U. S. Government other than military or naval:

Name of Agency	Position	Date Appointed	Date Separated
<u>FBI</u>	<u>Clerk</u>	<u>March 26/1951</u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>

Give complete mailing

address of agency

above listed Box 1630, San Antonio, Texas

Furnish complete name of

Supervisor in charge of

your section Mrs R. R. Rutledge, Chief Clerk, San Antonio F.D.

Did you receive a lump-

sum payment for accrued

leave from your last

Federal position? No.

If so, period covered From:

To:

Were deductions for retirement purposes taken from your salary? yes

NOT RECORDED-47

*[Handwritten signature]*

100 APR 20 1955

CERTIFICATE

Merton Roger Anderson  
 Name (Please type or print)

II, NAC #14  
 Office or Division

1. Are you now or have you ever been a member of, contributed to, affiliated or associated with, any organization listed on the attachment to this certificate?

No

Answer "Yes" or "No"

2. If your answer is "Yes" state the name of the organization, dates of membership and extent of participation. An explanation regarding membership in any of these organizations may be attached hereto on a separate sheet of paper, if you desire to explain the circumstances of your membership.

<u>Name</u>	<u>Address</u>	<u>From</u>	<u>To</u>	<u>Office Held</u>
-------------	----------------	-------------	-----------	--------------------

CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the understanding that it will be used by the Department of Justice in carrying out the provisions of Executive Order 10450 and with knowledge that any false statement or omission of material fact may be sufficient cause for my dismissal or rejection of my application, and, further, may be cause for punishment as a violation of law including Section 1001, Title 18, U. S. Code.

4/18/55  
 (Date)

Merton R. Anderson  
 (Usual Signature)

Attachment

67-NOT RECORDED

March 23, 1954

ORGANIZATIONS DESIGNATED BY THE ATTORNEY GENERAL OF THE  
UNITED STATES PURSUANT TO EXECUTIVE ORDER 10450.

Abraham Lincoln Brigade  
Abraham Lincoln School, Chicago, Illinois  
Action Committee to Free Spain Now  
Alabama People's Educational Association (See Communist  
Political Association)  
American Association for Reconstruction in Yugoslavia, Inc.  
American Branch of the Federation of Greek Maritime Unions  
American Christian Nationalist Party  
American Committee for European Workers' Relief (See Socialist  
American Committee for Protection of Foreign Born Workers Party)  
American Committee for the Settlement of Jews in Birobidjan, Ind.  
American Committee for Spanish Freedom  
American Committee to Survey Labor Conditions in Europe  
American Committee for Yugoslav Relief, Inc.  
American Council for a Democratic Greece, formerly known as  
the Greek American Council; Greek American Committee  
for National Unity  
American Council on Soviet Relations  
American Croatian Congress  
American Jewish Labor Council  
American League Against War and Fascism  
American League for Peace and Democracy  
American Lithuanian Workers Literary Association (also known  
as Amerikos Lietuviu Darbininku Literaturos Draugija)  
American National Labor Party  
American National Socialist League  
American National Socialist Party  
American Nationalist Party  
American Patriots, Inc.  
American Peace Crusade  
American Peace Mobilization  
American Poles for Peace  
American Polish League  
American Polish Labor Council  
American Rescue Ship Mission (a project of the United  
American Spanish Aid Committee)  
American-Russian Fraternal Society  
American Russian Institute, New York, also known as the  
American Russian Institute for Cultural Relations with  
the Soviet Union  
American Russian Institute, Philadelphia  
American Russian Institute of San Francisco  
American Russian Institute of Southern California, Los Angeles

American Slav Congress  
 American Women for Peace  
 American Youth Congress  
 American Youth for Democracy  
 Armenian Progressive League of America  
 Associated Klans of America  
 Association of Georgia Klans  
 Association of German Nationals (Reichsdeutsche Vereinigung)  
 Association of Lithuanian Workers  
 (also known as Lietuviu Darbininku Susivienijimas)  
 Ausland-Organization der NSDAP, Overseas Branch of Nazi Party  
 Baltimore Forum  
 Black Dragon Society  
 Boston School for Marxist Studies, Boston, Massachusetts  
 Bulgarian American People's League of the United States of  
 America  
 Bridges-Robertson-Schmidt Defense Committee  
 California Emergency Defense Committee  
 California Labor School, Inc., 321 Divisadero Street,  
 San Francisco, California  
 Carpatho-Russian People's Society  
 Central Council of American Women of Croatian Descent,  
 Also known as Central Council of American Croatian Women,  
 National Council of Croatian Women  
 Central Japanese Association (Beikoku Chuo Nipponjin Kai)  
 Central Japanese Association of Southern California  
 Central Organization of the German-American National  
 Alliance (Deutsche-Amerikanische Einheitsfront)  
 Cervantes Fraternal Society  
 China Welfare Appeal, Inc.  
 Chopin Cultural Center  
 Citizens Committee to Free Earl Browder  
 Citizens Committee for Harry Bridges  
 Citizens Committee of the Upper West Side (New York City)  
 Citizens Emergency Defense Conference  
 Citizens Protective League  
 Civil Rights Congress and its affiliated organizations,  
 including:  
     Civil Rights Congress for Texas  
     Veterans Against Discrimination of Civil Rights  
     Congress of New York  
 Columbians  
 Comite Coordinador Pro Republica Espanola  
 Committee to Aid the Fighting South  
 Committee for Constitutional and Political Freedom  
 Committee to Defend Marie Richardson  
 Committee for the Defense of the Pittsburgh Six  
 Committee for a Democratic Far Eastern Policy  
 Committee for Nationalist Action  
 Committee for the Negro in the Arts  
 Committee for Peace and Brotherhood Festival in Philadelphia  
 Committee for the Protection of the Bill of Rights  
 Committee to Uphold the Bill of Rights

Committee for World Youth Friendship and Cultural Exchange  
 Commonwealth College, Mena, Arkansas  
 Communist Party, U. S. A., its subdivisions, subsidiaries  
 and affiliates.  
 Communist Political Association, its subdivisions, subsidiaries  
 and affiliates, including:  
     Alabama People's Educational Association  
     Florida Press and Educational League  
     Oklahoma League for Political Education  
     People's Educational and Press Association of Texas  
     Virginia League for People's Education  
 Congress of American Revolutionary Writers  
 Congress of American Women  
 Connecticut Committee to Aid Victims of the Smith Act  
 Connecticut State Youth Conference  
 Council on African Affairs  
 Council of Greek Americans  
 Council for Jobs, Relief and Housing  
 Council for Pan-American Democracy  
 Croatian Benevolent Fraternity  
 Dai Nippon Butoku Kai (Military Virtue Society of Japan  
     or Military Art Society of Japan)  
 Daily Worker Press Club  
 Daniels Defense Committee  
 Dante Alighieri Society (between 1935 and 1940)  
 Dennis Defense Committee  
 Detroit Youth Assembly  
 Emergency Conference to Save Spanish Refugees (founding  
     body of the North American Spanish Aid Committee)  
 Families of the Baltimore Smith Act Victims  
 Families of the Smith Act Victims  
 Federation of Italian War Veterans in the U. S. A., Inc.  
     (Associazione Nazionale Combattenti Italiani,  
     Federazione degli Stati Uniti d'America)  
 Finnish-American Mutual Aid Society  
 Florida Press and Educational League (See Communist  
     Political Association)  
 Frederick Douglass Educational Center  
 Freedom Stage, Inc.  
 Friends of the New Germany (Freunde des Neuen Deutschlands)  
 Friends of the Soviet Union  
 Garibaldi American Fraternal Society  
 George Washington Carver School, New York City  
 German-American Bund (Amerikadeutscher Volksbund)  
 German-American Republican League  
 German-American Vocational League (Deutsche-Amerikanische  
     Berufsgemeinschaft)  
 Harlem Trade Union Council  
 Hawaii Civil Liberties Committee

Heimuska Kai, also known as Nokubei Heieki Gimusha Kai,  
 Zaibel Nihonjin, Heiyaku Gimusha Kai, and Zaibel Heimusha  
 Kai (Japanese residing in America Military Conscripts  
 Association)  
 Hellenic-American Brotherhood  
 Hinode Kai (Imperial Japanese Reservists)  
 Hinomaru Kai (Rising Sun Flag Society -- a group of Japanese  
 War Veterans)  
 Hokubei Zaigo Shoke Dan (North American Reserve Officers  
 Association)  
 Hollywood Writers Mobilization for Defense  
 Hungarian-American Council for Democracy  
 Hungarian Brotherhood  
 Independent Socialist League  
 Industrial Workers of the World  
 International Labor Defense  
 International Workers Order, its subdivisions, subsidiaries  
 and affiliates  
 Japanese Association of America  
 Japanese Overseas Central Society (Kaigai Dobo Chuo Kai)  
 Japanese Overseas Convention, Tokyo, Japan, 1940  
 Japanese Protective Association (Recruiting Organization)  
 Jefferson School of Social Science, New York City  
 Jewish Culture Society  
 Jewish People's Committee  
 Jewish People's Fraternal Order  
 Jikyoku Iinkai (The Committee for the Crisis)  
 Joint Anti-Fascist Refugee Committee  
 Joint Council of Progressive Italian-Americans, Inc.  
 Joseph Weydemeyer School of Social Science, St. Louis,  
 Missouri  
 Kibei Seinen Kai (Association of U. S. Citizens of Japanese  
 Ancestry who have returned to America after studying in Japan)  
 Knights of the White Camellia  
 Ku Klux Klan  
 Kyffhaeuser, also known as Kyffhaeuser League (Kyffhaeuser  
 Bund), Kyffhaeuser Fellowship (Kyffhaeuser Kameradschaft)  
 Kyffhaeuser War Relief (Kyffhaeuser Kriegshilfswerk)  
 Labor Council for Negro Rights  
 Labor Research Association, Inc.  
 Labor Youth League  
 League of American Writers  
 Lictor Society (Italian Black Shirts)  
 Macedonian-American People's League  
 Mario Morgantini Circle  
 Maritime Labor Committee to Defend Al Lannon  
 Massachusetts Minute Women for Peace  
 Maurice Braverman Defense Committee



Michigan Civil Rights Federation  
 Michigan School of Social Science  
 Nanka Teikoku Gunyudan (Imperial Military Friends Group  
 or Southern California War Veterans)  
 National Association of Mexican Americans (also known as  
 Asociacion Nacional Mexico-Americana)  
 National Blue Star Mothers of America (not to be confused with  
 the Blue Star Mothers of America organized in February 1942)  
 National Committee for the Defense of Political Prisoners  
 National Committee for Freedom of the Press  
 National Committee to Win the Peace  
 National Conference on American Policy in China and the  
 Far East (a conference called by the Committee for a  
 Democratic Far Eastern Policy)  
 National Council of Americans of Croatian Descent  
 National Council of American-Soviet Friendship  
 National Federation for Constitutional Liberties  
 National Labor Conference for Peace  
 National Negro Congress  
 National Negro Labor Council  
 Nationalist Action League  
 Nationalist Party of Puerto Rico  
 Nature Friends of America (since 1935)  
 Negro Labor Victory Committee  
 New Committee for Publications  
 Nichibei Kogyo Kaisha (The Great Fujii Theatre)  
 North American Committee to Aid Spanish Democracy  
 North American Spanish Aid Committee  
 North Philadelphia Forum  
 Northwest Japanese Association  
 Ohio School of Social Sciences  
 Oklahoma Committee to Defend Political Prisoners  
 Oklahoma League for Political Education (See Communist  
 Political Association)  
 Original Southern Klans, Incorporated  
 Pacific Northwest Labor School, Seattle, Washington  
 Palo Alto Peace Club  
 Partido del Pueblo of Panama (operating in the Canal Zone)  
 Peace Information Center  
 Peace Movement of Ethiopia  
 People's Drama, Inc.  
 People's Educational Association (Incorporated under name  
 Los Angeles Educational Association, Inc.), also known as  
 People's Educational Center, People's University,  
 People's School  
 People's Educational and Press Association of Texas  
 People's Institute of Applied Religion  
 People's Radio Foundation, Inc.  
 Philadelphia Labor Committee for Negro Rights  
 Philadelphia School of Social Science and Art  
 Photo League (New York City)  
 Political Prisoners' Welfare Committee

Polonia Society of the IWO  
 Progressive German-Americans, also known as Progressive  
 German-Americans of Chicago  
 Proletarian Party of America  
 Protestant War Veterans of the United States, Inc.  
 Provisional Committee of Citizens for Peace, Southwest Area  
 Puertorriquenos Unidos (Puerto Ricans United)  
 Quad City Committee for Peace  
 Revolutionary Workers League  
 Romanian-American Fraternal Society  
 Russian American Society, Inc.  
 Sakura Kai (Patriotic Society, or Cherry Association--  
 composed of veterans of Russo-Japanese War)  
 Samuel Adams School, Boston, Massachusetts  
 Santa Barbara Peace Forum  
 Schappes Defense Committee  
 Schneiderman-Darcy Defense Committee  
 School of Jewish Studies, New York City  
 Seattle Labor School, Seattle, Washington  
 Serbian-American Fraternal Society  
 Serbian Vidoudan Council  
 Shinto Temples  
 Silver Shirt Legion of America  
 Slavic Council of Southern California  
 Slovak Workers Society  
 Slovenian-American National Council  
 Socialist Workers Party, including American Committee  
 for European Workers' Relief  
 Socialist Youth League  
 Sokoku Kai (Fatherland Society)  
 Southern Negro Youth Congress  
 Suiko Sha (Reserve Officers Association, Los Angeles)  
 Tom Paine School of Social Science, Philadelphia, Pennsylvania  
 Tom Paine School of Westchester, New York  
 Tri-State Negro Trade Union Council  
 Ukrainian-American Fraternal Union  
 Union of American Croatsians  
 Union of New York Veterans  
 United American Spanish Aid Committee  
 United Committee of Jewish Societies and Landsmanschaft  
 Federations, also known as Coordination Committee of  
 Jewish Landsmanschaften and Fraternal Organizations  
 United Committee of South Slavic Americans  
 United Harlem Tenants and Consumers Organization  
 United May Day Committee  
 United Negro and Allied Veterans of America  
 Veterans of the Abraham Lincoln Brigade

Veterans Against Discrimination of Civil Rights Congress  
of New York (See Civil Rights Congress)  
Virginia League for People's Education (See Communist  
Political Association)  
Voice of Freedom Committee  
Walt Whitman School of Social Science, Newark, New Jersey  
Washington Bookshop Association  
Washington Committee to Defend the Bill of Rights  
Washington Committee for Democratic Action  
Washington Commonwealth Federation  
Washington Pension Union  
Wisconsin Conference on Social Legislation  
Workers Alliance (since April 1936)  
Workers Party, including Socialist Youth League  
Yiddisher Kultur Farband  
Young Communist League  
Yugoslav-American Cooperative Home, Inc.  
Yugoslav Seamen's Club, Inc.

ORGANIZATIONS DESIGNATED BY THE ATTORNEY GENERAL OF THE  
UNITED STATES PURSUANT TO EXECUTIVE ORDER 10450.

Benjamin Davis Freedom Committee  
Civil Liberties Sponsoring Committee of Pittsburgh  
Committee to Abolish Discrimination in Maryland, also known as  
Congress Against Discrimination, and Provisional Committee to  
Abolish Discrimination in the State of Maryland  
Committee to Defend the Rights and Freedom of Pittsburgh's  
Political Prisoners  
Congress of the Unemployed  
East Bay Peace Committee  
Guardian Club  
Independent Party, also known as Independent People's Party  
(Seattle, Wash.)  
Johnson-Forest Group, also known as Johnsonites  
League for Common Sense  
Michigan Council for Peace  
National Committee to Win Amnesty for Smith Act Victims  
People's Programs (Seattle, Wash.)  
People's Rights Party  
Pittsburgh Arts Club  
Provisional Committee on Latin American Affairs  
Puerto Rican Komite Pro Libertades Civiles, also known as Komite  
Pro Derechos Civiles  
Queensbridge Tenants League  
Syracuse Women for Peace  
Trade Unionists for Peace, also known as Trade Union Committee for  
Peace  
United Defense Council of Southern California

San Antonio, Texas  
March 29, 1955

Mr. J. Edgar Hoover, Director,  
Federal Bureau of Investigation  
Washington, D. C.

**EXPEDITE PROCESSING**  
**MAR 31 1955**

Dear Mr. Hoover:

It is with sincere gratitude that I accept the appointment of Special Agent in the Federal Bureau of Investigation, and I will do my utmost to fulfill the duties and responsibilities of this position.

I shall report to the Seat of Government on April 16, 1955.

Form 3-26, which accompanied my appointment Form 3-116, is attached hereto, properly executed under date of March 29, 1955.

Yours very truly,

*Merton R. Anderson*

Merton R. Anderson

ENCLOSURE

RECORDED-177

67—
Searched
INDEXED
1 APR 1 1955
FEDERAL BUREAU OF INVESTIGATION

26 APR 5 1955

(Place) San Antonio, Texas(Date) March 29, 1955

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

Having filed an application for a position as Special Agent in the Federal Bureau of Investigation, United States Department of Justice, I hereby agree that in the event of an appointment I will be governed by the following conditions:

1. Upon appointment, I shall be required to proceed at my own expense to Washington, D. C., where I will take the oath of office and enter on duty.
2. That said appointment will be on a probationary basis.
3. That my retention in the Bureau shall be dependent upon the performance of satisfactory services, and if my services are deemed unsatisfactory it is understood that my employment may be discontinued at any time and that I will not receive transportation to my home, or to any other point, at Government expense.
4. That if appointed I may be sent to any part of the continental or territorial United States that the exigencies of the Bureau's work may require; that my headquarters may be fixed in some jurisdiction other than that in which I have heretofore resided; that my headquarters may be changed as the work of the Bureau may require; and that no transfer will be made from one station to another for personal reasons.
5. That the confidential character of the relations of the employees of the Federal Bureau of Investigation with the public is fully understood by me, and that the strictly confidential character of any and all information secured by me, in connection directly or indirectly with my work as a Special Agent, or the work of other employees of which I may become cognizant, is fully understood by me, and that neither during my tenure of service with the Federal Bureau of Investigation nor at any other time will I violate this confidence, and I agree that I will not divulge any information of any kind or character whatsoever that may become known to me, to persons not officially entitled thereto.

I further agree that nothing connected with this certification is to be construed by me as an assurance that an appointment will be tendered me; that I fully understand all of the foregoing and that the conditions specified herein are agreeable to me; that if appointed I will abide by the foregoing conditions, and I am fully cognizant that the provisions mentioned above are to be complied with and they are to be regarded as a part of my appointment if it is subsequently tendered to me and accepted.

Very truly yours,

*Merton R. Anderson*  
Merton R. Anderson

1 APR



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

March 23, 1955

SUMMARY OF INTERVIEWS AND EXAMINATION

RE: MERTON R. ANDERSON  
Special Agent Applicant  
EOD: 3-26-51  
Assigned: San Antonio

SA Exam 2-17-55

Oral: 70%  
Written: 70%  
Composite: 70%  
Veteran's Preference: 5%  
Final Rating: 75%

Age 34 (7-21-20)  
Married (1 Child)  
Veteran

B.S. Degree  
(Business Administration Major)  
Trinity University

Anderson was interviewed by Assistant Special Agent in Charge V. H. Bailey on 2-17-55. Mr. Bailey pointed out that this applicant has been a Clerk in the San Antonio Office since March, 1951, and is presently a Security Patrol Clerk. His wife is also employed as a Clerk in the office. The ASAC advised that Anderson is of medium height and build, has a clean-cut appearance and a friendly personality. He is industrious, conscientious, and aggressive, and has taken considerable interest in submitting suggestions for the improvement of the Bureau's operations. It was felt that this employee accepts responsibility readily and has exercised good judgment in carrying out his duties. In addition, he was rated as being well-groomed, well-poised, self-confident, enthusiastic, cooperative, alert and mature, and it was Mr. Bailey's opinion that he has the potential to develop into a very good Agent. Recommendation: Favorable.

Anderson's file indicates that in a memorandum to the Director dated 6-19-51, F. H. McIntire, then assigned as SAC at San Antonio and previously an Inspector, advised that Anderson had shown unusual progress for a new clerical employee. It was noted that he was then attending summer school and planned to further his education. Mr. McIntire added that he felt this employee would eventually be Agent material if he continued his education.

Bureau experience: On 3-26-51 Anderson entered on duty with the Bureau as a Clerk in the San Antonio Office. He is presently serving as a Security Patrol Clerk, Grade GS-5, in that office. On his last annual (action desired)

RECORDED-13

(file number)

Routed....7....

Searcher...24...

Serialized...132

Checked.....

Filed.....

(date stamp)

MAR 28 1955

(routing stamp)

55 MAR 31 1955

performance rating dated 9-30-54, he was rated Satisfactory, but received Outstanding ratings in attitude, resourcefulness and ingenuity, forcefulness and aggressiveness, judgment, initiative, accuracy, industry, productivity, knowledge of duties, and organizational interest.

The Director has expressed his appreciation to Anderson in letters dated 1-24-52, 3-14-52, 6-12-52, 7-10-53, 7-15-53, and 3-31-54, for various suggestions which the latter has submitted but which it has not been believed desirable to adopt.

Military record: Anderson was inducted into the United States Army on 8-12-42 and entered on active duty on 8-26-42. He was honorably discharged on 2-15-46, at which time he was a Staff Sergeant in the Army Air Force. While in the Army his character and efficiency ratings ranged from unknown to excellent. There was no record of Courts Martial, AWOL's or other derogatory information.

OUTSTANDING ENDORSERS AND OTHER INTERESTED PERSONS - None

Anderson was afforded a complete, general physical examination on 2-25-55, the results of which show that he is 5'8" in height and weighs 142 pounds. He has normal color vision and distant vision, and is rated as qualified for strenuous physical exertion.

J. P. Mohr

A PERMANENT BRIEF OF THE PERSONNEL FILE OF MERTON R. ANDERSON IS ATTACHED.



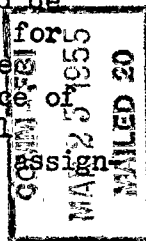
March 25, 1955

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
San Antonio, Texas

Dear Mr. Anderson:

You are hereby offered a probationary appointment as a **Special Agent** in the Federal Bureau of Investigation, United States Department of Justice, in Grade GS-10, with salary at the rate of \$5500 per annum less six per cent deduction for retirement purposes. Since this appointment is probationary for a period of one year, after which time it will become permanent, it is to be understood that it will be necessary for you to demonstrate during your probationary period your fitness for continued employment in the Federal Bureau of Investigation. All salaries are subject to the necessary Federal Withholding Tax. You will also be allowed your expenses of travel in accordance with existing regulations, when absent from official headquarters, which will be fixed at Washington, D. C., effective upon your entry on duty and thereafter changed in accordance with your field assignments. You should proceed to Washington, D. C., at your own expense in order to assume your official duties.

It is understood you are to proceed on orders to any part of the country where the exigencies of the service may require and it should be clearly understood that you will continue to be completely available for general and special assignment whenever and wherever the needs of the service demand. Further, you cannot expect an assignment to an office of your own preference. You should, therefore, so arrange your personal matters before taking oath of office that you will be able to accept assignment to any part of the country where your services may be needed.



You should notify this office at once if this appointment is accepted. If it is not accepted immediately it will be cancelled. Should you accept, you are directed to report for oath of office and assignment to Room 634, Old Post Office Building, 12th Street and Pennsylvania Avenue, Northwest, Washington, D. C., at 9:00 A. M. on April 18, 1955.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Your assignment during the sixteen weeks, five days per week, training period will be at Washington, D. C., and Quantico, Virginia. No per diem is paid while in Washington; however, the period of training will include approximately eight weeks at the FBI Academy at Quantico, Virginia, where a per diem of \$4.80 will be allowed. It will not be possible for the wives and families of appointees to be domiciled at Quantico during the period of training.

CC: SAC, San Antonio (Personal Attention)  
JW:alc  
55 MAR 31 1955  
67-241451

Mr. Merton R. Anderson  
San Antonio, Texas

You should provide yourself with the following: one navy gray shirt and one pair of navy gray trousers for use on the firearms range; two pairs of white wool socks; one pair of gray athletic trunks, preferably with elastic waist; one athletic supporter; one gray sweat shirt; one pair of gymnasium shoes, either high or low (avoid black composition rubber soles that will mark floors); one pair of slippers for shower room use (if klaks or clogs are preferred they should have rubber soles). You should bring these items with you or they may be purchased in Washington after your arrival. You should also bring an adequate supply of business-type clothing.

Due to limited parking space, Agents are not permitted to take automobiles to Quantico. Storage space charges for automobiles in Washington are approximately \$1.25 per day.

Storage space for luggage at Quantico is likewise limited, and it is, therefore, desired that only a limited amount of clothing be brought by the Agent.

This appointment is subject to cancellation or postponement prior to your entry on duty.

You should also read carefully and closely the enclosed letter setting forth certain conditions under which the appointment is accepted and if the conditions are thoroughly understood, it is requested you sign and return the letter to this office immediately.

If you have been placed on notice by any armed service that you are about to be ordered to active duty therein, please advise this Bureau so that this appointment may be cancelled.

This appointment, which should be considered strictly confidential and given no publicity, should be presented when you report for oath of office.

Sincerely yours,

John Edgar Hoover  
Director

Enclosure

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, San Antonio (67-3951)

SUBJECT: MERTON R. ANDERSON  
CLERK, GS-5, SAN ANTONIO DIVISION  
BUREAU APPLICANT - SPECIAL AGENT

DATE: March 22, 1955

Re San Antonio letter 2/18/55 recommending Mr. ANDERSON for consideration as a Special Agent. A current physical examination was forwarded about February 28, 1955.

In order that consideration can be given to the clerical needs of this office, advice is requested as to the consideration being given to Mr. ANDERSON's application and if favorable, the approximate time an appointment may be offered.

VHB:JMW

*no answer  
rec'd - app. 70  
letter about 3-25-55  
app. 3-29-55  
RJ*

49

MAR 25 1955

55 MAR 29 1955

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, San Antonio (67-3951)

SUBJECT: MERTON R. ANDERSON  
CLERK, GS-5, SAN ANTONIO DIVISION  
BUAP - SPECIAL AGENT

DATE: Feb. 18, 1955

PERSONAL AND CONFIDENTIAL

Enclosed are application, interview form and Special Agent examination for Mr. ANDERSON who received a B. S. degree in Business Administration from Trinity University, San Antonio, Texas, in January, 1955, and desires to be considered for Special Agent.

Mr. ANDERSON has been employed as a clerk in this office since March 26, 1951 and is presently Security Patrol Clerk (Relief Shift) GS 301-5-55-F-116. He has been a good, conscientious employee and his performance ratings have been satisfactory. He is favorably recommended for consideration as Special Agent and a current physical examination will be secured and forwarded to the Bureau.

Pending Bureau instructions, no further action will be taken.

Attachments (3) ~~ENC~~  
VHB:JMW

67-3951-47

10 FEB 23 1955

55 MAR 31 1955

TO: The Director, Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Interviewing Official: ASAC V. H. BAILEY

Place of Interview: San Antonio  
Date: 2/17/55

Name of Applicant: MERTON ROGER ANDERSON

Position Applied for: Special Agent

Residence Address: **SNK** 803 Clower St.  
San Antonio, Texas

Telephone: PE4-3535 ☒ Male Age: 34 Height: 5'8"

Business Address: FBI  
San Antonio

Telephone: CA2-1441 ☐ Female Weight: 145 U.S. citizen? Yes  
Physical Defects: (including hearing, vision and color vision)

Examinations: ☒ Law ☐ Accounting ☐ Other (specify)  
Grades (omit)

None  
Education and degrees:

SA Oral: **W/ADS**  
Written: **W/ADS**  
Typing  
Shorthand

B.S., Trinity U., 1955

Grade Average:

C plus

1. Veteran? Yes a) Branch of Service Army Air Force b) Dates: 8/12/42-2/15/46
2. Type of Discharge? Honorable a) Basis for discharge end of hostilities
3. Serial No. 36256755 4. Any Service disability No a) Percentage      b) Reason
5. Does Applicant claim Veterans Preference? Yes a) If so, give basis Above service
6. Member of reserves now? No a) Branch      c) ☐ Active Reserve ☐ Inactive Reserve
7. Present draft classification not reg Has applicant received any indication he will be called into service in the near future? No
9. Was applicant subjected to any disciplinary action while in service? No If so give full details under "General Comments".

10. Can Applicant drive an automobile? Yes a) Has valid operators licenses in Texas and Wisconsin  
Names of States

11. Typing Ability: 45 WPM 12. Stenographic Ability: No WPM

13. Does applicant use intoxicants? Yes a) To what extent? Occasional social drink

14. Has Applicant or any member of his family ever used drugs or narcotics except on a doctor's prescription? No

Has Applicant or any member of his family ever suffered from, or been treated for any form of mental illness, insanity, epilepsy, or been mentally retarded? No a) Name and address of institution, if confined     

15. Has Applicant or any member of his family ever been declared bankrupt? No

16. Following question to be read verbatim to applicant:

"Have you, or any member of your family, ever been sympathetic toward, affiliated in any way with, or a member of the Communist Party, any Communist or Fascist group, any group or doctrine advocating the overthrow of the U.S. Government, any group whose purpose is to deprive persons of their rights under the constitution of the U.S. or any group or doctrine which could be construed as being subversive, opposed to the best interests of the U.S. in favor of, or controlled by a foreign power?"

Applicant's Answer Yes No

(If the answer to any of the above questions are "Yes", secure full details, including names, dates, and places, and include under "GENERAL COMMENTS" using additional sheets if necessary)

17. Is there any incident or information concerning the applicant himself or a relative, which if uncovered during an investigation, might tend to reflect unfavorably upon the applicant's reputation, morals, character, ability, or loyalty to the U.S. which the applicant wishes to explain? No If so, discuss under "GENERAL COMMENTS".

18. Has Applicant studied Federal Procedure?      Yes      No

19. Has applicant had any investigative experience? but has handled varied      Yes      No  
If so, describe clerical duties in FBI related to investigations

20. Does applicant appear to be resourceful?      Yes      No

21. Does applicant have the appearance of a young business executive or professional man?      Yes      No

22. Has applicant had any executive or administrative experience?      Yes      No  
If so, describe CCO, San Antonio FBI Office

23. With training and experience do you feel the applicant is likely to develop into an      outstanding      Above average  
average      below average  
employee

24. Following question to be read verbatim to applicant:

"Do you fully realize that willfully withholding information or making false or incomplete statements during this interview will be a basis for dismissal from the service and that making a false statement is a violation of Section 1001, Title 18 U.S. Code?" Applicant's answer Yes Yes No

67-3951-46  
SEARCHED      INDEXED       
SERIALIZED      FILED       
FEB 23 1955  
FBI - SAN ANTONIO

THREE

NOTE: In answering the following questions, interviewer should underline any adjectives which best describe the applicant. If none are applicable, insert appropriate descriptive terms. In addition, each characteristic should be rated Excellent, Very Good, Good, Fair or Poor.

RATINGS

25. Physical Appearance

a) DRESS: Conservative, ordinary Feb 25 2 35 PM '55 Very Good  
b) FEATURES: Refined, ordinary Very Good  
c) NEATNESS: Well-groomed, neat Very Good  
d) BUILD: Athletic, medium Very Good  
e) COMPLEXION: Very healthy, normal Very Good

26. Personality

a) APPROACH: Friendly, quiet Good  
b) HANDSHAKE: Firm, average Very Good  
c) POISE: Well-poised, steady Very Good  
d) VOICE: Well-modulated, clear Very Good  
e) ASSURANCE: Self-confident, average Good  
f) NERVOUSNESS: None, slight Very Good  
g) ACCENT: Foreign, regional, none Very Good  
h) TACT: Tactful, average Good  
i) ENTHUSIASM: Enthusiastic, average Very Good  
j) FORCE: Forceful, aggressive Good  
k) AMENABILITY: Amenable, cooperative Very Good  
l) ALERTNESS: Alert, responsive Very Good  
m) MATURITY: Mature, responsible Very Good

27. Intelligence

a) ANSWERS QUESTIONS: Definitely, deliberately Very Good  
b) GENERAL INTELLIGENCE: Outstanding, above average Good

NOTE: Questions whose numbers are boxed ☐ do not have to be answered for clerical applicants.

28. GENERAL COMMENTS CONCERNING APPLICANT

Mr. ANDERSON has been a clerk in the San Antonio Office since March, 1951 and is presently a Security Patrol Clerk, GS-5 (Relief Shift). He received his B. S. in Business Administration in January, 1955 at Trinity University, San Antonio. His wife, LOIS ANDERSON, has been a clerk, GS-2, in this office since December, 1954. Mr. ANDERSON is of medium height and build, has a clean-cut appearance and a friendly personality. He is industrious, conscientious and aggressive, and has taken considerable interest in developing suggestions for improvement of the Bureau's operations. He accepts responsibility readily and has exercised good judgement in carrying out his duties. It is believed he has the potential to develop into a very good Agent.

Recommendation: ☒ Favorable ☐ Unfavorable

10, 1955 (66-111)

February 4, 1955

DIRECTOR, FBI (67-891-5)

PERSONAL ATTENTION

POSITION CLASSIFICATION, BUREAU  
AND ATLANTA OFFICE

Reurmemo dated 12-31-54 with which you forwarded position descriptions covering the duties of your Security Patrol Clerks on the Night Shift and the Relief Shift.

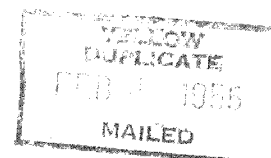
Attached for your classification records is one copy each of approved position descriptions establishing in your office the positions of Clerk GS 5 (Security Patrol - Relief Shift) Position Number 301-5-55-P-116 and of Clerk GS 5 (Security Patrol - Night Shift) Position Number 301-5-55-P-115.

Bureau records are being adjusted to reflect Norton A. Anderson is assigned to the position of Clerk GS 5 (Security Patrol - Relief Shift) Position Number 301-5-55-P-116 and C. Maxton Barrell is assigned to the position of Clerk GS 5 (Security Patrol - Night Shift) Position Number 301-5-55-P-115, with no change in grade or salary.

Attachments (2)

LLD:mjb  
MJR:row  
(9)

CC: Miss Conlon (Attachments -2)  
Mrs. Wackerman



66 FEB 8 1955

Prepared by *mf*  
Checked by *mf*  
Filed by *mf*

## NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. - MISS - MRS. - FIRST - MIDDLE INITIAL - LAST) <b>MR. MERTON R. ANDERSON</b> 14842		2. DATE OF BIRTH <b>XXX-7-21-20</b>	3. JOURNAL OR ACTION No. <b>F. B. I. 21047</b>	4. DATE <b>1-30-55</b>																				
This is to notify you of the following action affecting your employment:																								
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>CONVERSION TO EXCEPTED APPOINTMENT</b>		6. EFFECTIVE DATE <b>30 1-xx-55</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>EXCEPTED BY <del>LAW</del> LAW</b>																					
FROM		TO																						
		8. POSITION TITLE <b>Clerk</b>																						
		9. SERVICE, SERIES, SALARY, GRADE <b>GS 5 \$3660 per annum</b>																						
		10. ORGANIZATIONAL DESIGNATIONS																						
		11. HEADQUARTERS <b>San Antonio Office</b>																						
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL																						
13. VETERAN'S PREFERENCE <table border="1"><tr><td>NONE</td><td>WW1</td><td>OTHER</td><td>5-PT.</td><td colspan="2">10-POINT</td></tr><tr><td>X</td><td></td><td></td><td></td><td>DISAB.</td><td>OTHER</td></tr></table>		NONE	WW1	OTHER	5-PT.	10-POINT		X				DISAB.	OTHER	14. POSITION CLASSIFICATION ACTION <table border="1"><tr><td>NEW</td><td>VICE</td><td>I. A.</td><td>REAL.</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>			NEW	VICE	I. A.	REAL.				
NONE	WW1	OTHER	5-PT.	10-POINT																				
X				DISAB.	OTHER																			
NEW	VICE	I. A.	REAL.																					
15. SEX <b>M</b>	16. RACE	17. APPROPRIATION S. & E., F B I 18. FROM: <b>Same</b> 18. TO:		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)																				
		16. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>yes</b>		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																				
<div>APPROVED <i>J. E. Hoover</i> DIRECTOR, F. B. I.</div>																								
REMARKS:  <b>To remove time limitations of indefinite appointment.</b>  <b>51 JAN 27 1955</b>																								
SIGNATURE OR OTHER AUTHENTICATION  <b>NOT RECORDED</b>																								



TO : Director, FBI (67-891-5)  
 FROM : SAC, San Antonio (66-1544)  
 SUBJECT: POSITION CLASSIFICATION MATTERS

October 29, 1954

## CONFIDENTIAL

Rebulet 9/30/54 transmitting list of positions in this office for which position descriptions are on record at the Bureau. The following information requested in that letter is submitted:

1. Names of employees assigned to positions on record at Bureau:

<u>Official Title</u>	<u>Position Number</u>	<u>Name of Employee</u>
Chief Cler, GS-8	GS 301-8-921	MARGUERITE RUTLEDGE
Assistant Chief Clerk, GS-6	GS 301-6-54-F-121	CATHERINE LAMBRECHT
Secretary (Stenography(, GS-6	GS 318-6-923	JOSEPHINE M. WRIGHT
Secretary (Stenography( GS-5	GS 318-5-924	MURIEL K. DUNN
Clerk, GS-4	GS 301-4-926	MARGARET BRINKMEYER
File Clerk, GS-4	GS 305-4-925	MARY B. DAVID
Mail and File Clerk, GS-3	GS 305-3-54-F-8	ROBERT A. DAVIS NELLIE H. FARRELL MARTHA ANN HAYS EDWARD F. YARBROUGH

2. Employees and positions for which position descriptions not on record at Bureau:

Administrative Clerk, GS-4  
 -(Position classification submitted 9/6/54 recommending NELLIE H. FARRELL.)

Clerk, GS-3 - MARY FRANCES TOLBERT - 11/5/54

Radio Communications Officer, GS-7 - WILLIAM R. SWOPE

VHB:JMW 1 cc. Classification Office

55 DEC 15 1954

Letter to the Director  
SA 66-1544

10/29/54

Security Clerk, GS-5 - 11/12/54 - MERTON R. ANDERSON  
C. MAXTON FARRELL  
(Vacancy) (EDWARD F.  
YARBROUGH to be re-  
commended to succeed  
EVERETT E. MC GHEE,  
transferred to El Paso.)

Stenographer, GS-4 - 11/19/54 - BARBARA S. EICKENROHT  
LUCILLE M. JOHNSON  
VALERA A. LEE  
BARBARA J. SCHUETZE  
MARY T. SWOPE  
LOUISE C. YOUNGS

Typist, GS-3 Vacancy (Authority requested to reinstate  
.DANIFORD SHEETS DOLINGER who  
resigned at Bureau 9/17/54) - 11/26/54

Voucher  
Clerk, GS-3 Vacanby (Position classification submitted  
10/20/54 recommending Clerk JACK W.  
REXROAT)

3. There are no positions presently vacant for which descriptions are on record at the Bureau.
4. There are no positions for which descriptions are on record at the Bureau which it is desired be abolished.

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON

Where Assigned: San Antonio

(Division)

(Section, Unit)

Payroll Title: Security Clerk

Rating Period: from October 1, 1953 to September 30, 1954

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

M.R.A.

Rated by:

M. P. Chiles

Signature

Special Agent in Charge

Title

9/30/54

Date

Reviewed by:

Signature

Title

Date

Rating approved by:

J. P. Mohr

Signature

Assistant Director

Title

SEP 22 1954

Date

### TYPE OF REPORT

(X) Official

(X) Annual

( ) Administrative

( ) 60-day

( ) Transfer

( ) Separation from service

( ) Special

18 SEP 23 1954

67-2114-1-44

RECORDED-20

SEP 20 1954

ESTIMATED

Q. M. Mohr

SEP 28 1954

# NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.  
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR NON-INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle Secur9ty ClerkRating Period: from 10/1/53 9/30/54

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- ✓ (1) Personal appearance.  
✓ (2) Personality, including effectiveness of personal contacts.  
~~+~~ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
✓ (4) Physical fitness (including health, energy, stamina).  
~~+~~ (5) Resourcefulness and ingenuity.  
~~+~~ (6) Forcefulness and aggressiveness as required.  
~~+~~ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.  
~~+~~ (8) Initiative and the taking of appropriate action on own responsibility.  
~~+~~ (9) Accuracy and attention to pertinent detail.  
~~+~~ (10) Industry, including energetic consistent application to duties.  
~~+~~ (11) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
~~+~~ (12) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.  
✓ (13) Technical or mechanical skills.

- ~~+~~ (14) Organizational interest, such as making of suggestions for improvement.  
✓ (15) Ability to work under pressure.  
~~○~~ (16) Supervisory ability:  
     — (a) Leadership  
     — (b) Ability to handle personnel  
     — (c) Planning  
     — (d) Making decisions  
     — (e) Assignment of work  
     — (f) Training subordinates  
     — (g) Devising procedures  
     — (h) Emotional stability  
     — (i) Promoting high morale  
     — (j) Getting results  
✓ (17) Planning ability and its application to the work.  
~~○~~ (18) Miscellaneous. Specify and rate:

—  
 —  
 —

A. Describe general nature of assignment during most of rating period (such as typing, stenography, secretarial, radio operating, translating):

Security shift

B. Has employee had any abnormal sick leave record during rating period? NO (If so, explain in narrative comments.)

ADJECTIVE RATING SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

Best Copy Available

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation				2. Pay roll fund		3. Block No.		4. Slip No. 15	
5. Employee's name (and social security account number when appropriate) MR. JAMES E. ALLEN				6. Grade and salary GS-5-33835					
PAY ROLL CHANGE DATA									
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.	NET PAY
7. Previous normal									
8. New normal									
9. Pay this period									
10. Remarks:						11. Appropriation(s)		12. Prepared by	
								13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase									
14. Effective date 7-4-54	15. Date last equivalent increase 1-5-53	16. Old salary rate \$3525	17. New salary rate \$3800	18. Performance rating is satisfactory or better (Signature or other authentication)					
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):				(Check applicable box in case of excess LWOP)					
Period(s):				<input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.					
<input type="checkbox"/> No excess LWOP. Total excess LWOP				20. Initials of Clerk J. E. ALLEN					

 STANDARD FORM NO. 1126d—Revised  
 Form prescribed by Comp. Gen., U. S.  
 Nov. 3, 1950, General Regulations No. 140

PAY ROLL CHANGE SLIP—PERSONNEL COPY

CERTIFICATE

Merton R. Anderson

San Antonio, Texas

Name (Please type or print)

Office or Division

1. Are you now or have you ever been a member of, contributed to, affiliated or associated with, any organization listed on the attachment to this certificate?

NO

Answer "Yes" or "No"

2. If your answer is "Yes" state the name of the organization, dates of membership and extent of participation. An explanation regarding membership in any of these organizations may be attached hereto on a separate sheet of paper, if you desire to explain the circumstances of your membership.

NameAddressFromToOffice HeldCERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the understanding that it will be used by the Department of Justice in carrying out the provisions of Executive Order 10450 and with knowledge that any false statement or omission of material fact may be sufficient cause for my dismissal or rejection of my application, and, further, may be cause for punishment as a violation of law including Section 1001, Title 18, U. S. Code.

April 16, 1954

(Date)

Merton R. Anderson

(Usual Signature)

Attachment

APR 27 1954

38

March 23, 1954

ORGANIZATIONS DESIGNATED BY THE ATTORNEY GENERAL OF THE  
UNITED STATES PURSUANT TO EXECUTIVE ORDER 10450.

Abraham Lincoln Brigade  
Abraham Lincoln School, Chicago, Illinois  
Action Committee to Free Spain Now  
Alabama People's Educational Association (See Communist  
Political Association)  
American Association for Reconstruction in Yugoslavia, Inc.  
American Branch of the Federation of Greek Maritime Unions  
American Christian Nationalist Party  
American Committee for European Workers' Relief (See Socialist  
American Committee for Protection of Foreign Born Workers Party)  
American Committee for the Settlement of Jews in Birobidjan, Ind.  
American Committee for Spanish Freedom  
American Committee to Survey Labor Conditions in Europe  
American Committee for Yugoslav Relief, Inc.  
American Council for a Democratic Greece, formerly known as  
the Greek American Council; Greek American Committee  
for National Unity  
American Council on Soviet Relations  
American Croatian Congress  
American Jewish Labor Council  
American League Against War and Fascism  
American League for Peace and Democracy  
American Lithuanian Workers Literary Association (also known  
as Amerikos Lietuviu Darbininku Literaturos Draugija)  
American National Labor Party  
American National Socialist League  
American National Socialist Party  
American Nationalist Party  
American Patriots, Inc.  
American Peace Crusade  
American Peace Mobilization  
American Poles for Peace  
American Polish League  
American Polish Labor Council  
American Rescue Ship Mission (a project of the United  
American Spanish Aid Committee)  
American-Russian Fraternal Society  
American Russian Institute, New York, also known as the  
American Russian Institute for Cultural Relations with  
the Soviet Union  
American Russian Institute, Philadelphia  
American Russian Institute of San Francisco  
American Russian Institute of Southern California, Los Angeles



American Slav Congress  
 American Women for Peace  
 American Youth Congress  
 American Youth for Democracy  
 Armenian Progressive League of America  
 Associated Klans of America  
 Association of Georgia Klans  
 Association of German Nationals (Reichsdeutsche Vereinigung)  
 Association of Lithuanian Workers  
 (also known as Lietuviu Darbininku Susivienijimas)  
 Ausland-Organization der NSDAP, Overseas Branch of Nazi Party  
 Baltimore Forum  
 Black Dragon Society  
 Boston School for Marxist Studies, Boston, Massachusetts  
 Bulgarian American People's League of the United States of America  
 Bridges-Robertson-Schmidt Defense Committee  
 California Emergency Defense Committee  
 California Labor School, Inc., 321 Divisadero Street,  
 San Francisco, California  
 Carpatho-Russian People's Society  
 Central Council of American Women of Croatian Descent,  
 Also known as Central Council of American Croatian Women,  
 National Council of Croatian Women  
 Central Japanese Association (Beikoku Chuo Nipponjin Kai)  
 Central Japanese Association of Southern California  
 Central Organization of the German-American National  
 Alliance (Deutsche-Amerikanische Einheitsfront)  
 Cervantes Fraternal Society  
 China Welfare Appeal, Inc.  
 Chopin Cultural Center  
 Citizens Committee to Free Earl Browder  
 Citizens Committee for Harry Bridges  
 Citizens Committee of the Upper West Side (New York City)  
 Citizens Emergency Defense Conference  
 Citizens Protective League  
 Civil Rights Congress and its affiliated organizations,  
 including:  
     Civil Rights Congress for Texas  
     Veterans Against Discrimination of Civil Rights  
     Congress of New York  
 Columbians  
 Comite Coordinador Pro Republica Espanola  
 Committee to Aid the Fighting South  
 Committee for Constitutional and Political Freedom  
 Committee to Defend Marie Richardson  
 Committee for the Defense of the Pittsburgh Six  
 Committee for a Democratic Far Eastern Policy  
 Committee for Nationalist Action  
 Committee for the Negro in the Arts  
 Committee for Peace and Brotherhood Festival in Philadelphia  
 Committee for the Protection of the Bill of Rights  
 Committee to Uphold the Bill of Rights

Committee for World Youth Friendship and Cultural Exchange  
 Commonwealth College, Mena, Arkansas  
 Communist Party, U. S. A., its subdivisions, subsidiaries  
 and affiliates.  
 Communist Political Association, its subdivisions, subsidiaries  
 and affiliates, including:  
     Alabama People's Educational Association  
     Florida Press and Educational League  
     Oklahoma League for Political Education  
     People's Educational and Press Association of Texas  
     Virginia League for People's Education  
 Congress of American Revolutionary Writers  
 Congress of American Women  
 Connecticut Committee to Aid Victims of the Smith Act  
 Connecticut State Youth Conference  
 Council on African Affairs  
 Council of Greek Americans  
 Council for Jobs, Relief and Housing  
 Council for Pan-American Democracy  
 Croatian Benevolent Fraternity  
 Dai Nippon Butoku Kai (Military Virtue Society of Japan  
     or Military Art Society of Japan)  
 Daily Worker Press Club  
 Daniels Defense Committee  
 Dante Alighieri Society (between 1935 and 1940)  
 Dennis Defense Committee  
 Detroit Youth Assembly  
 Emergency Conference to Save Spanish Refugees (founding  
     body of the North American Spanish Aid Committee)  
 Families of the Baltimore Smith Act Victims  
 Families of the Smith Act Victims  
 Federation of Italian War Veterans in the U. S. A., Inc.  
     (Associazione Nazionale Combattenti Italiani,  
     Federazione degli Stati Uniti d'America)  
 Finnish-American Mutual Aid Society  
 Florida Press and Educational League (See Communist  
     Political Association)  
 Frederick Douglass Educational Center  
 Freedom Stage, Inc.  
 Friends of the New Germany (Freunde des Neuen Deutschlands)  
 Friends of the Soviet Union  
 Garibaldi American Fraternal Society  
 George Washington Carver School, New York City  
 German-American Bund (Amerikadeutscher Volksbund)  
 German-American Republican League  
 German-American Vocational League (Deutsche-Amerikanische  
     Berufsgemeinschaft)  
 Harlem Trade Union Council  
 Hawaii Civil Liberties Committee

Heimuska Kai, also known as Nokubei Heieki Heimusha Kai,  
 Zaibei Nihonjin, Heiyaku Gimusha Kai, and Zaibei Heimusha  
 Kai (Japanese residing in America Military Conscripts  
 Association)  
 Hellenic-American Brotherhood  
 Hinode Kai (Imperial Japanese Reservists)  
 Hinomaru Kai (Rising Sun Flag Society -- a group of Japanese  
 War Veterans)  
 Hokubei Zaigo Shoke Dan (North American Reserve Officers  
 Association)  
 Hollywood Writers Mobilization for Defense  
 Hungarian-American Council for Democracy  
 Hungarian Brotherhood  
 Independent Socialist League  
 Industrial Workers of the World  
 International Labor Defense  
 International Workers Order, its subdivisions, subsidiaries  
 and affiliates  
 Japanese Association of America  
 Japanese Overseas Central Society (Kaigai Dobo Chuo Kai)  
 Japanese Overseas Convention, Tokyo, Japan, 1940  
 Japanese Protective Association (Recruiting Organization)  
 Jefferson School of Social Science, New York City  
 Jewish Culture Society  
 Jewish People's Committee  
 Jewish People's Fraternal Order  
 Jikyoku Iinkai (The Committee for the Crisis)  
 Joint Anti-Fascist Refugee Committee  
 Joint Council of Progressive Italian-Americans, Inc.  
 Joseph Weydemeyer School of Social Science, St. Louis,  
 Missouri  
 Kibei Seinen Kai (Association of U. S. Citizens of Japanese  
 Ancestry who have returned to America after studying in Japan)  
 Knights of the White Camellia  
 Ku Klux Klan  
 Kyffhaeuser, also known as Kyffhaeuser League (Kyffhaeuser  
 Bund), Kyffhaeuser Fellowship (Kyffhaeuser Kameradschaft)  
 Kyffhaeuser War Relief (Kyffhaeuser Kriegshilfswerk)  
 Labor Council for Negro Rights  
 Labor Research Association, Inc.  
 Labor Youth League  
 League of American Writers  
 Lictor Society (Italian Black Shirts)  
 Macedonian-American People's League  
 Mario Morgantini Circle  
 Maritime Labor Committee to Defend Al Lannon  
 Massachusetts Minute Women for Peace  
 Maurice Braverman Defense Committee

Michigan Civil Rights Federation  
 Michigan School of Social Science  
 Nanka Teikoku Gunyudan (Imperial Military Friends Group  
 or Southern California War Veterans)  
 National Association of Mexican Americans (also known as  
 Asociacion Nacional Mexico-Americana)  
 National Blue Star Mothers of America (not to be confused with  
 the Blue Star Mothers of America organized in February 1942)  
 National Committee for the Defense of Political Prisoners  
 National Committee for Freedom of the Press  
 National Committee to Win the Peace  
 National Conference on American Policy in China and the  
 Far East (a conference called by the Committee for a  
 Democratic Far Eastern Policy)  
 National Council of Americans of Croatian Descent  
 National Council of American-Soviet Friendship  
 National Federation for Constitutional Liberties  
 National Labor Conference for Peace  
 National Negro Congress  
 National Negro Labor Council  
 Nationalist Action League  
 Nationalist Party of Puerto Rico  
 Nature Friends of America (since 1935)  
 Negro Labor Victory Committee  
 New Committee for Publications  
 Nichibei Kogyo Kaisha (The Great Fujii Theatre)  
 North American Committee to Aid Spanish Democracy  
 North American Spanish Aid Committee  
 North Philadelphia Forum  
 Northwest Japanese Association  
 Ohio School of Social Sciences  
 Oklahoma Committee to Defend Political Prisoners  
 Oklahoma League for Political Education (See Communist  
 Political Association)  
 Original Southern Klans, Incorporated  
 Pacific Northwest Labor School, Seattle, Washington  
 Palo Alto Peace Club  
 Partido del Pueblo of Panama (operating in the Canal Zone)  
 Peace Information Center  
 Peace Movement of Ethiopia  
 People's Drama, Inc.  
 People's Educational Association (Incorporated under name  
 Los Angeles Educational Association, Inc.), also known as  
 People's Educational Center, People's University,  
 People's School  
 People's Educational and Press Association of Texas  
 People's Institute of Applied Religion  
 People's Radio Foundation, Inc.  
 Philadelphia Labor Committee for Negro Rights  
 Philadelphia School of Social Science and Art  
 Photo League (New York City)  
 Political Prisoners' Welfare Committee

Polonia Society of the IWO  
 Progressive German-Americans, also known as Progressive  
 German-Americans of Chicago  
 Proletarian Party of America  
 Protestant War Veterans of the United States, Inc.  
 Provisional Committee of Citizens for Peace, Southwest Area  
 Puertorriquenos Unidos (Puerto Ricans United)  
 Quad City Committee for Peace  
 Revolutionary Workers League  
 Romanian-American Fraternal Society  
 Russian American Society, Inc.  
 Sakura Kai (Patriotic Society, or Cherry Association--  
 composed of veterans of Russo-Japanese War)  
 Samuel Adams School, Boston, Massachusetts  
 Santa Barbara Peace Forum  
 Schappes Defense Committee  
 Schneiderman-Darcy Defense Committee  
 School of Jewish Studies, New York City  
 Seattle Labor School, Seattle, Washington  
 Serbian-American Fraternal Society  
 Serbian Vidoudan Council  
 Shinto Temples  
 Silver Shirt Legion of America  
 Slavic Council of Southern California  
 Slovak Workers Society  
 Slovenian-American National Council  
 Socialist Workers Party, including American Committee  
 for European Workers' Relief  
 Socialist Youth League  
 Sokoku Kai (Fatherland Society)  
 Southern Negro Youth Congress  
 Suiko Sha (Reserve Officers Association, Los Angeles)  
 Tom Paine School of Social Science, Philadelphia, Pennsylvania  
 Tom Paine School of Westchester, New York  
 Tri-State Negro Trade Union Council  
 Ukrainian-American Fraternal Union  
 Union of American Croatsians  
 Union of New York Veterans  
 United American Spanish Aid Committee  
 United Committee of Jewish Societies and Landsmanschaft  
 Federations, also known as Coordination Committee of  
 Jewish Landsmanschaften and Fraternal Organizations  
 United Committee of South Slavic Americans  
 United Harlem Tenants and Consumers Organization  
 United May Day Committee  
 United Negro and Allied Veterans of America  
 Veterans of the Abraham Lincoln Brigade

Veterans Against Discrimination of Civil Rights Congress  
of New York (See Civil Rights Congress)  
Virginia League for People's Education (See Communist  
Political Association)  
Voice of Freedom Committee  
Walt Whitman School of Social Science, Newark, New Jersey  
Washington Bookshop Association  
Washington Committee to Defend the Bill of Rights  
Washington Committee for Democratic Action  
Washington Commonwealth Federation  
Washington Pension Union  
Wisconsin Conference on Social Legislation  
Workers Alliance (since April 1936)  
Workers Party, including Socialist Youth League  
Yiddisher Kultur Farband  
Young Communist League  
Yugoslav-American Cooperative Home, Inc.  
Yugoslav Seamen's Club, Inc.

March 31, 1954

Mr. Merton L. Anderson  
Federal Bureau of Investigation  
478 Federal Building  
San Antonio 6, Texas

Dear Mr. Anderson:

Thank you for your suggestion of March 28, 1954, concerning the circularization of Identification Orders. You may rest assured that your idea will be carefully considered by the Bureau and in the event it is adopted you will be notified.

I want you to know that your interest in submitting your thoughts on ways to improve the Bureau's operations is indeed appreciated.

Sincerely yours,  
J. Edgar Hoover

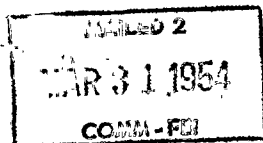
cc: SAC, San Antonio

atn

(Sugg. #150-54)

(Referred to Administrative Division & Inv. Div.  
for views prior to further consideration.)

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



Feb 11 1954

February 11, 1954

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

Memorandum 2-11-54 captioned as above. It is noted that in the event of a tie, the best qualified candidate may be selected for the position. Seniority is the determining factor only when the candidates are equally qualified.

It is noted that Mrs. Bell H. Prince is the only one of the five employees listed whose name appears on the potential Chief Clerk's list. In view of the fact that she is qualified and has experience in the position of Assistant Chief Clerk, it is recommended that she be considered for the position of Assistant Chief Clerk.

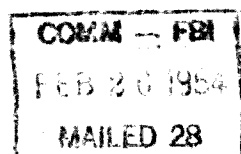
You did not specifically state that Mrs. Bell H. Prince is the best qualified candidate and, furthermore, your recommendation is based on her previous experience in the Chief Clerk's Office. In addition, it is noted that Everett L. McCreary has had experience in the various functions of the Chief Clerk's Office and Mrs. Bell H. Prince was formerly assigned to the Texas City disaster case involving the Texas City disaster. It is further noted that it has been disclosed that Mrs. Prince is the only one of the five employees listed whose name appears on the potential Chief Clerk's list.

While the Bureau is aware that Mrs. Prince has received a grade on eleven of the items on which she was rated in her past performance rating, nevertheless, in view of the observations made above, you are requested to specifically advise the Bureau in detail as to whether or not she is the best qualified candidate for the position of Assistant Chief Clerk in your office.

No action will be taken on your recommendation concerning Mrs. Prince pending receipt of this information.

TJN:aam

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Gandy  
Mohr  
Winterrowd  
Tele. Room



89 MAR 16 1954

RECEIVED  
FEB 26 1954  
SIGNED: [Handwritten signatures]



Director, FBI

Feb. 11, 1954

SAC, San Antonio

ASSISTANT CHIEF CLERK  
SAN ANTONIO DIVISION

Manton R. Anderson

~~PERSONAL AND CONFIDENTIAL~~

Reference is made to the Bureau's letter to Miss ANNE CREWS, Assistant Chief Clerk of this Division, dated February 5, 1954 accepting her resignation effective at the close of business February 26, 1954.

From the clerical personnel presently assigned to this Division there appears to be five individuals who meet the qualifications for the position of Assistant Chief Clerk. The following is a resume of each of these clerical employees together with their EOD and present grade:

1. Miss CATHERINE A. LAMBRECHT, EOD 2/23/42, Grade GS-4.

Miss LAMBRECHT is presently handling the duties of receptionist and leave clerk for this Division. She also checks and files daily reports and No. 3 cards and acts as the FM radio dispatcher. She has had no experience in the Chief Clerk's Office. Miss LAMBRECHT is intelligent, congenial, and I believe that she has the ability to assume the responsibilities of the Assistant Chief Clerk and to carry out these responsibilities effectively.

2. EVERETT E. McHEE, EOD 8/17/42, Grade GS-5.

Mr. McHEE is presently assigned to the Security Shift and has for the past several months handled vouchers. He has done exceptionally well in this capacity; has had experience in various phases of the office of the Chief Clerk. He is married, has two children, is mature and has expressed a keen desire for further advancement in the Bureau. It is believed that he is qualified to handle the duties of Assistant Chief Clerk.

3. Mrs. DELL H. PRINCE, EOD 6/22/42 to 5/17/47; reinstated 7/31/50, Grade GS-4.

Mrs. PRINCE is presently assigned to the operation of opening new cases in the Chief Clerk's Office. She also receives teletypes and makes mail deliveries to the SAC and ASAC. She was formerly the Chief Clerk assigned to the special case involving the Texas City disaster. She is a mature woman, intelligent and has the ability to handle the work of the Assistant Chief Clerk.

MPC:JMIV

Letter to the Director

2/11/54

4. C. MAXTON FARRELL, EOD 10/18/48, Grade GS-5.

Mr. FARRELL is on the Security Shift of this office. He is assigned to a number of duties in the Chief Clerk's Office such as preparing outgoing mail, mimeographing, pulling ticklers, collecting and burning trash, checking office security, photostating, etc. He has developed well as a clerical employee and is now in a position to handle the responsibilities of the Assistant Chief Clerk.

5. MERTON R. ANDERSON, EOD 3/26/51, Grade GS-5.

Mr. ANDERSON is on the Security Shift of this office, prepares outgoing mail and handles similar duties as those outlined for Security Clerk FARRELL. Mr. ANDERSON is most conscientious, is mature and is well versed in the various phases of the work of the Chief Clerk's Office. Mr. ANDERSON has possibilities of developing into a Chief Clerk and is now capable of handling the duties of the Assistant Chief Clerk.

From the above it appears that this office has five individuals qualified to fill the vacancy of Miss CREWS. In view of the fact that Miss CATHERINE LAMBRECHT is qualified and has the greatest seniority, it is recommended that she be given first consideration for this position. It is my opinion that she could develop and qualify herself for the position of Chief Clerk.

It is recommended that Mr. EVERETT E. McCHIEE be given second consideration for this position and I believe that he, too, could develop and qualify himself for the position of Chief Clerk.

To fill the vacancy left by the resignation of Miss ANNE CREWS, it is recommended that MARY FRANCES TOLBERT, nee Crutchfield, be offered employment. The investigation of Mrs. TOLBERT, as reflected in the report of SA JACK B. PEDEN, San Antonio, dated 2/1/54, has been completed.

Early consideration to the above recommendations would be appreciated.

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON

Where Assigned: SAN ANTONIO  
(Division) (Section, Unit)

Payroll Title: Security Clerk, GS-5

Rating Period: from October 1, 1953 to September 30, 1953

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

*MRA*

Rated by: *M. P. C. Miller* Special Agent in Charge 9/30/53  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating approved by: *[Signature]* ASSISTANT DIRECTOR OCT 12 1953  
Signature Title Date

### TYPE OF REPORT

(X) Official

(X) Annual

67-24147-43  
( ) Administrative  
( ) 60-day  
( ) Transfer  
( ) Separation from Service  
( ) Special

RECORDED-24

190  
20 OCT 13 1953

*[Signature]*

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR NON-INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle Security Clerk, GS-5Rating Period: from 10/1/52 to 9/30/53

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- ✓ (1) Personal appearance.  
✓ (2) Personality, including effectiveness of personal contacts.  
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
✓ (4) Physical fitness (including health, energy, stamina).  
✓ (5) Resourcefulness and ingenuity.  
✓ (6) Forcefulness and aggressiveness as required.  
✓ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.  
+ (8) Initiative and the taking of appropriate action on own responsibility.  
+ (9) Accuracy and attention to pertinent detail.  
+ (10) Industry, including energetic consistent application to duties.  
✓ (11) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
✓ (12) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.  
✓ (13) Technical or mechanical skills.

- + (14) Organizational interest, such as making of suggestions for improvement.  
✓ (15) Ability to work under pressure.  
○ (16) Supervisory ability:  
     — (a) Leadership  
     — (b) Ability to handle personnel  
     — (c) Planning  
     — (d) Making decisions  
     — (e) Assignment of work  
     — (f) Training subordinates  
     — (g) Devising procedures  
     — (h) Emotional stability  
     — (i) Promoting high morale  
     — (j) Getting results  
✓ (17) Planning ability and its application to the work.  
○ (18) Miscellaneous. Specify and rate:  
     —  
     —  
     —

A. Describe general nature of assignment during most of rating period (such as typing, stenography, secretarial, radio operating, translating):

Security shift

B. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

July 23, 1953

I certify that I have received the following Government property for official use:  
~~returned~~

FBI IDENTIFICATION CARD # 488

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. ~~DO NOT~~ MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY. 19

FILE

Very truly yours,

*Merton R. Anderson*

Merton R. Anderson

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date June 18, 1953

To: DIRECTOR, FBI

From: SECURITY CLERK Merton R. Anderson

Field Office or Division SAN ANTONIO, TEXAS

SUGGESTION: On all Wanted Flyers that are mailed to law enforcement officials by the field divisions whereon the subject listed is One of the Ten Most Wanted, change the heading from "WANTED BY THE FBI" to "ONE OF THE TEN MOST WANTED BY THE FBI" as per sample attached.

Its advantages are: To anyone reading a wanted flyer with this new heading, the fact that the subject is wanted as one of the ten most wanted will immediately be brought to the reader's attention, whereas the present wanted flyer just lists the subject as another criminal wanted by the Bureau.

It should save at least \$ \_\_\_\_\_ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

\_\_\_\_\_  
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

I believe the above suggestion has merit.

\_\_\_\_\_  
M. P. CHILES (Signature)

\_\_\_\_\_  
Special Agent in Charge  
(Title)

16K  
17 JUL 22 1953

ORIGINAL FILED IN

July 15, 1953

Mr. Horton T. Anderson  
Federal Bureau of Investigation  
478 Federal Building  
San Antonio 6, Texas

Dear Mr. Anderson:

Thank you very much indeed for your suggestion of July 6, 1953, concerning a means of further publicizing the Ten Most Wanted Fugitives Program. While the Bureau appreciates the interest exhibited by you, it is not believed desirable to adopt your proposal at this time. The Bureau is not in a position to prepare placards nor does it feel disposed to request police departments to bear the expense. It is further felt that sufficient publicity presently is attached to the Ten Most Wanted Fugitives Program and if additional stress is placed on these particular fugitives by law enforcement agencies it may be that stress will be removed from other Identification Order fugitives. The Bureau feels that the police should be alert to locate all fugitives and not concentrate their efforts on the Ten Most Wanted Fugitives.

Permit me to again express appreciation for your suggestion and I want to take this opportunity to encourage you to submit other thoughts whenever you believe they will be helpful to the Bureau.

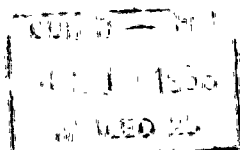
Sincerely,

cc: SAC, San Antonio

(SUGGESTION #315-53)

EDM:js

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



RECEIVED  
JUL 14 1 57 PM '53  
FEDERAL BUREAU OF INVESTIGATION

RECEIVED  
DIRECTOR



July 10, 1953

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
478 Federal Building  
San Antonio 6, Texas

Dear Mr. Anderson:

I want to express my personal appreciation to you for your thoughtfulness in submitting a suggestion on June 13, 1953, relative to a proposed revision in the heading on Wanted Flyers. In many cases Wanted Flyers are already outstanding on individuals placed on the list of the Ten Most Wanted Fugitives and in these instances it would not be possible to change the form of the Wanted Flyer. In other cases where the Wanted Flyers are issued subsequent to the designation this, of course, could be done but would change the approved form of the Wanted Flyer. It is the Bureau's belief that the Ten Most Wanted Fugitives receive sufficient publicity as one of the Top Ten Fugitives and the fact that a Wanted Flyer is issued would indicate that he is an extremely important fugitive. For the above reasons, therefore, your idea will not be adopted.

Although your suggestion is not being adopted in this particular instance, I want to thank you for your interest in presenting your views and to encourage you to make available any other ideas you may have from time to time for improvement in the Bureau's operations.

Sincerely yours,

J. Edgar Hoover

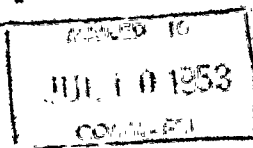
(Views incorporated in this letter were obtained from Mr. Hilsbos, Investigative Div., and Mr. Bishop, Records & Comm. Div.) EDM:dmg.

cc-SAC, San Antonio

(SUGGESTION #302-53)

EDM:dmg.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



RECEIVED - DIRECTOR  
JUL 10 12 17 PM '53  
U.S. DEPT. OF JUSTICE

*Handwritten signature/initials*

*Handwritten signature/initials*

FX

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date July 6, 1953

To: DIRECTOR, FBI

From: SECURITY CLERK Merton R. Anderson *Long time # 315-113*

Field Office or Division SAN ANTONIO, TEXAS

SUGGESTION: It is a known fact that crime predominates in large cities. Suggest that after securing the permission of police departments in all cities of 75,000 population and over, a portion of their bulletin boards be utilized as follows: To display a placard captioned "FBI'S TEN MOST WANTED". Directly beneath this placard display Wanted Flyers of the Bureau's Ten Most Wanted Criminals. This bulletin board could be kept in a current status by the agent maintaining police liaison.

Its advantages are: This suggestion, if carried out, would bring these criminals face to face with law enforcement officers each and every day and should result in increased apprehensions, thereby creating better relations between the Bureau and police departments.

It should save at least \$ \_\_\_\_\_ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

\_\_\_\_\_  
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

I believe this suggestion merits consideration.

M. P. CHILES (Signature)

SPECIAL AGENT IN CHARGE (Title)

ORIGINAL FILED IN 62-111-1384

23 JUL 22 1953

REC-111-1384

1. Agency and organizational designations <b>U.S. Department of Justice Federal Bureau of Investigation</b>					2. Pay roll page		3. Block No.		4. Slip No. <b>25045</b>	
5. Employee's name (and social security account number when appropriate) <b>MR. MERTON R. ANDERSON</b>					6. Grade and salary <b>RIF FIELD GS 5 \$3410</b>					
<b>PAY ROLL CHANGE DATA</b>										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX.....	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:						11. Appropriation(s)			12. Prepared by	
									13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase.....										
14. Effective date <b>7-5-53</b>	15. Date last equivalent increase <b>7-6-52</b>	16. Old salary rate <b>\$3410</b>	17. New salary rate <b>\$3535</b>	18. Performance rating is satisfactory or better.						
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): <b>15 JUN 16 1953</b>				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.						
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP .....				<b>JW:ded</b> Initials of Clerk						

STANDARD FORM NO. 1126d—Revised  
Form prescribed by Comp. Gen., U. S.  
Nov. 8, 1950, General Regulations No. 102

**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

48

SAC, San Antonio

April 22, 1953

Director, FBI

~~PERSONAL AND CONFIDENTIAL~~

MERTON R. ANDERSON  
Clerk

Reurlet April 13, 1953.

You are instructed to advise the captioned employee that at the present time the Special Employee Program is inactive and, therefore, it is not possible to afford him the Special Employee examination. You might also advise him that his interest in becoming a Special Employee has been made a matter of record.

CRD: rmm

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



*[Handwritten signatures and initials, including a large 'P' and 'J' signature, and other illegible marks.]*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, San Antonio

SUBJECT: MERTON R. ANDERSON  
CLERK

DATE: April 13, 1953

~~PERSONAL AND CONFIDENTIAL~~

Mr. ANDERSON, at the present time, is in Grade GS-5 employed as a clerk on the Security Shift. He has shown an interest in bettering his position in the Bureau and has recently requested consideration be given him in appointment to the position of Special Employee.

The Bureau's policy concerning this matter is not known at this time and advice is requested as to whether Mr. ANDERSON should be given the Special Employee's examination together with a write-up as to his qualifications for the position and my recommendations.

MPC:JMW

# FEDERAL BUREAU OF INVESTIGATION

## UNITED STATES DEPARTMENT OF JUSTICE

### REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON

Where Assigned: San Antonio  
(Division)

(Section, Unit)

Payroll Title: Clerk

Rating Period: from October 1, 1952 to February 28, 1953

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

MRA

Rated by:

J. H. McIntire  
Signature

Special Agent in Charge

Title

2/28/53

Date

Reviewed by:

Signature

Title

Date

Rating approved by:

Angelen  
Signature

ASSISTANT DIRECTOR

Title

MAR 11 1953

Date

TYPE OF REPORT

( ) Official

( ) Annual

(X) Administrative

( ) 60-day

( ) Transfer

( ) Separation from service

(X) Special

19  
23 MAR 12 1953

241451-41  
58  
MAR 11 1953  
San

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR NON-INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSONTitle ClerkRating Period: from 10/1/52 to 2/28/53

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- ✓ (1) Personal appearance.
- ✓ (2) Personality, including effectiveness of personal contacts.
- ✓ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
- ✓ (4) Physical fitness (including health, energy, stamina).
- ✓ (5) Resourcefulness and ingenuity.
- ✓ (6) Forcefulness and aggressiveness as required.
- ✓ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
- ✓ (8) Initiative and the taking of appropriate action on own responsibility.
- ✓ (9) Accuracy and attention to pertinent detail.
- ✓ (10) Industry, including energetic consistent application to duties.
- ✓ (11) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
- ✓ (12) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.
- ✓ (13) Technical or mechanical skills.

- ✓ (14) Organizational interest, such as making of suggestions for improvement.
- ✓ (15) Ability to work under pressure.
- (16) Supervisory ability:
  - (a) Leadership
  - (b) Ability to handle personnel
  - (c) Planning
  - (d) Making decisions
  - (e) Assignment of work
  - (f) Training subordinates
  - (g) Devising procedures
  - (h) Emotional stability
  - (i) Promoting high morale
  - (j) Getting results
- ✓ (17) Planning ability and its application to the work.
- (18) Miscellaneous. Specify and rate:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

A. Describe general nature of assignment during most of rating period (such as typing, stenography, secretarial, radio operating, translating):

Security shift

B. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory



# FEDERAL BUREAU OF INVESTIGATION

## UNITED STATES DEPARTMENT OF JUSTICE

### REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON

Where Assigned: SAN ANTONIO

(Division)

(Section, Unit)

Payroll Title: SECURITY CLERK GS-5

Rating Period: from October 1, 1951 to September 30, 1952

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

*MRA*

Rated by:

*J. H. McIntire*

Signature

Special Agent in Charge

Title

10/1/52

Date

Reviewed by:

Signature

Title

Date

Rating approved by:

*W. R. Glavin*

Signature

Assistant Director,  
Federal Bureau of Investigation

Title

OCT 29 1952

Date

### TYPE OF REPORT

(X) Official

(X) Annual

RECORDED - 24

( ) Administrative

( ) 60-day

( ) Transfer

( ) Separation from service

( ) Special

67-241451-39

35

98  
135 OCT 20 1952

*[Handwritten signature]*

FILED

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR NON-INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSON Title SECURITY CLERK, GS-5  
 Rating Period: from 10/1/51 to 9/30/52

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
- ✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
- No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- ✓ (1) Personal appearance.
- ✓ (2) Personality, including effectiveness of personal contacts.
- ✓ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
- ✓ (4) Physical fitness (including health, energy, stamina).
- ✓ (5) Resourcefulness and ingenuity.
- ✓ (6) Forcefulness and aggressiveness as required.
- ✓ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
- ✓ (8) Initiative and the taking of appropriate action on own responsibility.
- ✓ (9) Accuracy and attention to pertinent detail.
- ✓ (10) Industry, including energetic consistent application to duties.
- ✓ (11) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
- ✓ (12) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.
- ✓ (13) Technical or mechanical skills.

- ✓ (14) Organizational interest, such as making of suggestions for improvement.
- ✓ (15) Ability to work under pressure.
- ✓ (16) Supervisory ability:
  - ✓ (a) Leadership
  - ✓ (b) Ability to handle personnel
  - ✓ (c) Planning
  - ✓ (d) Making decisions
  - ✓ (e) Assignment of work
  - ✓ (f) Training subordinates
  - ✓ (g) Devising procedures
  - ✓ (h) Emotional stability
  - ✓ (i) Promoting high morale
  - ✓ (j) Getting results
- ✓ (17) Planning ability and its application to the work.
- ✓ (18) Miscellaneous. Specify and rate:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A. Describe general nature of assignment during most of rating period (such as typing, stenography, secretarial, radio operating, translating):

Security Shift

B. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

## U. S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON 25, D. C.STANDARD FORM 50  
UNITED STATES  
CIVIL SERVICE COMMISSION  
OCTOBER 1946FORM APPROVED  
BUDGET BUREAU NO. 50-R064

## NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. - MISS - MRS. - FIRST - MIDDLE INITIAL - LAST) <b>Mr. Merton R. Anderson</b> <b>MR. MERTON R. ANDERSON</b>		2. DATE OF BIRTH <b>7-21-20</b>	3. JOURNAL OR ACTION NO. <b>F. B. I. 28252</b> <b>28252</b>	4. DATE <b>7-4-52</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION</b>		6. EFFECTIVE DATE <b>7-5-52</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>Schedule A part 6.108 (E)</b>	
FROM		TO		
8. POSITION TITLE  <b>Clerk</b>  <b>GS 3</b> <b>\$3030 per annum</b>  <b>San Antonio</b>		9. SERVICE, GRADE, SALARY <b>same</b>  <b>GS 5</b> <b>\$3410 per annum</b>		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS <b>same</b>		
12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input checked="" type="checkbox"/> 5 PT. <input checked="" type="checkbox"/> 10 POINT <input type="checkbox"/> WWII <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> DISAB. <input type="checkbox"/> WIFE <input type="checkbox"/> WIDOW <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL. <input checked="" type="checkbox"/> <b>Edwin P. Perma may resign</b> <b>7-4-52</b>		
15. SEX <b>M</b>	16. RACE <b>same</b>	17. APPROPRIATION S. & E., FBI FROM: TO:	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>NO FICA</b>	20. LEGAL RESIDENCE <b>Texas</b>
REMARKS  <b>Via changed. to be</b> <b>vacancy - pto. approved</b> <b>by FBI on 2-4-56</b> <b>GS (301-5-55-F-116)</b> <b>eff. 2-13-55</b> <b>JW:pl</b>				
The provisions of the Universal Military Training and Service Act of 1951 have been complied with. This promotion is <del>temporary</del> temporary in accordance with Public Law #843, approved 9-27-50. The classification grade of this position is subject to <del>post-audit</del> post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 - Public Law #253, approved 11-1-51.				
34 JUL 17 1952				
SIGNATURE OR OTHER AUTHENTICATION				

Registered by: *mw*  
Certified by: *Jay*  
Filed by: *PL*

June 24, 1952

Mr. Merton R. Anderson  
Federal Bureau of Investigation  
San Antonio, Texas

Dear Mr. Anderson:

I am indeed pleased to advise you that you are being promoted from the position of Clerk, \$3030 per annum in Grade GS 3, to the position of Clerk, \$3410 per annum in Grade GS 5, effective July 6, 1952.

For your information, this promotion is temporary in accordance with Public Law #843, approved September 27, 1950.

Sincerely yours,

John Edgar Hoover  
Director

*W*  
*7-28*  
*PL*

CC: SAC, San Antonio (Personal Attention) - Due to present restrictions on promotions, this is the earliest date Mr. Anderson can be promoted to Grade GS 5 since he received a promotion to Grade GS 3, effective June 24, 1951.

Movement Section

JW/mw  
67-241451

38

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

COMM - FBI  
JUL 1 1952  
MAILED 18

51 JUL 1 1952

PX

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

June 2, 1952.

To: DIRECTOR, FBI

From: Merton R. Anderson, Clerk

Field Office or Division - San Antonio

*Suggestion #257-52*

SUGGESTION: The Assignment Card, Form FD-1, is presently prepared in triplicate. The white original remains in the CCO to be filed in numerical sequence behind the agent's name to whom the case is assigned. The white duplicate copy is routed to the agent and the triplicate is the tickler. The writer respectfully suggests that the Assignment Card, Form FD-1, be prepared in quadruplicate, the fourth copy to be a light green in color and filed in the CCO, not the way the white original is filed as stated above, but chronologically according to classification. For example: Classification 1-0, 1-1, 1-2; Classification 2-0, 2-1, 2-2, etc. The clerk opening cases would file these quadruplicates as above suggested.

Its advantages are: The clerks searching for files could readily determine to whom the case was assigned. The most logical place to locate a file when it is not in its jacket, is the agent to whom the case is assigned. Instead of searching for the file on a supervisor's desk, checking with all the stenographers, or laboriously checking each individual agent's cases to determine to whom the case is assigned, the clerk can check the quadruplicate assignment cards filed in this chronological sequence. This would also eliminate the possibility of two cases being opened and bearing the same file number. In the process of filing these quadruplicate cards, the duplication of case numbers is easily determined. When a pending file is closed or R.U.C.'d the quadruplicate cards would be removed from the file at the same time as the original assignment cards.

The writer does not know and cannot estimate how much money this suggestion will save the Bureau annually. He also realizes that an extra amount of expense would be involved in the printing, preparing, and filing of the quadruplicate assignment card, but the benefits derived therefrom in clerical time saved over a period of years should more than compensate the expense incurred.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

\_\_\_\_\_  
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

In my opinion this is just another device which would add work to the Chief Clerk's Office and which would save time only in very few instances. If files are properly charged out in accordance with present Bureau regulations, any clerk looking for a file would know that if it is not charged out to an Agent, stenographer or typist, it should be in the Chief Clerk's Office or on the desk of the supervisor supervising this particular classification. I recommend that the suggestion not be adopted.

F. H. McINTIRE, SAC

66-2285-185  
15  
80 JUN 2 1952

# FEDERAL BUREAU OF INVESTIGATION

## UNITED STATES DEPARTMENT OF JUSTICE

### REPORT OF PERFORMANCE RATING

*W. J. [Signature]*

0

Name of Employee: MERTON R. ANDERSON

Where Assigned: SAN ANTONIO  
(Division) (Section, Unit)

Payroll Title: CLERK GS-3

Rating Period: from December 13, 1951 to June 6, 1952

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

MR.A.

Rated by: F. H. McIntire Special Agent in Charge 6-6-52  
Signature Title Date

Reviewed by: \_\_\_\_\_ Signature Title Date

Rating approved by: [Signature] ASSISTANT DIRECTOR JUN 27 1952  
Signature Title Date

#### TYPE OF REPORT

( ) Official  
( ) Annual

(X) Administrative

( ) 60-day  
( ) Transfer  
( ) Separation from service  
(X) Special

67-241-37

JUN 10 1952

FEDERAL BUREAU OF INVESTIGATION

86  
15 JUN 28 1952

*[Signature]*

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.  
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.



# PERFORMANCE RATING GUIDE FOR NON-INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSON Title Clerk GS-3  
Rating Period: from 12-13-51 to 6-6-52

## RATING GUIDE AND CHECK-LIST

**Note:** Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- |   |  |
|---|--|
| <p><u>✓</u> (1) Personal appearance.</p> <p><u>✓</u> (2) Personality, including effectiveness of personal contacts.</p> <p><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>✓</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>✓</u> (5) Resourcefulness and ingenuity.</p> <p><u>✓</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.</p> <p><u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>✓</u> (9) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (10) Industry, including energetic consistent application to duties.</p> <p><u>✓</u> (11) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>✓</u> (12) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.</p> <p><u>✓</u> (13) Technical or mechanical skills.</p> | <p><u>✓</u> (14) Organizational interest, such as making of suggestions for improvement.</p> <p><u>✓</u> (15) Ability to work under pressure.</p> <p><u>✓</u> (16) Supervisory ability:</p> <p style="margin-left: 20px;"><u>✓</u> (a) Leadership</p> <p style="margin-left: 20px;"><u>✓</u> (b) Ability to handle personnel</p> <p style="margin-left: 20px;"><u>✓</u> (c) Planning</p> <p style="margin-left: 20px;"><u>✓</u> (d) Making decisions</p> <p style="margin-left: 20px;"><u>✓</u> (e) Assignment of work</p> <p style="margin-left: 20px;"><u>✓</u> (f) Training subordinates</p> <p style="margin-left: 20px;"><u>✓</u> (g) Devising procedures</p> <p style="margin-left: 20px;"><u>✓</u> (h) Emotional stability</p> <p style="margin-left: 20px;"><u>✓</u> (i) Promoting high morale</p> <p style="margin-left: 20px;"><u>✓</u> (j) Getting results</p> <p><u>✓</u> (17) Planning ability and its application to the work.</p> <p><u>   </u> (18) Miscellaneous. Specify and rate:</p> <p><u>   </u> _____</p> <p><u>   </u> _____</p> <p><u>   </u> _____</p> |
|---|--|

A. Describe general nature of assignment during most of rating period (such as typing, stenography, secretarial, radio operating, translating):

Security Shift

B. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI  
 FROM : SAC, San Antonio  
 SUBJECT: MERTON R. ANDERSON  
 CLERK

DATE: 6-6-52

P &amp; C

At the present time there are two Grade GS-5 security clerks assigned to the San Antonio Division, namely, Messrs. C. Maxton Farrell and Everett E. McGhee. Edwin F. Parma, Clerk, was assigned as a Security Patrol Clerk but his resignation was accepted effective April 26, 1952.

Remylet 12-12-51 recommending the reallocation of Mr. Anderson from Grade GS-3 to Grade GS-4 and Bulet 1-10-52 requesting that a special report be submitted outlining the duties of Mr. Anderson. Mylet of 1-23-52 outlined these duties and again recommended that he be reallocated to GS-4. Bulet 2-19-52 expressed the opinion that only three, GS-5 Security Patrol Clerks were warranted for this office.

Mr. Anderson is a very conscientious worker, wants to become an Agent some day, has contributed materially to the efficient operation of the Chief Clerk's Office during the security shifts and has been for several months working one of the various security shifts. He has been commended by Bureau letters 1-24-52 and 3-14-52 for suggestions that he has submitted. There have been two instances where mail has been misdirected from this office to the Bureau. The responsibility of this misdirected mail could have been that of Mr. Anderson. I was unable, however, to determine whether it was or was not.

There are 15 security shifts in this office, namely, 4:30 p.m. to 12:30 a.m., seven days a week and 12:30 a.m. to 8:30 a.m., seven days a week plus the 8:30 a.m. to 4:30 p.m. shift on Sunday. To cover these shifts a minimum of three security patrol clerks is required.

I therefore recommend that Mr. Anderson be reallocated from Clerk in Grade GS-3 to a Security Patrol Clerk in Grade GS-5.

Attached is a special efficiency report.

ENCL  
 Attach.

FHM:cs

11 JUN 27 1952

12 JUN 10 1952  
 FEDERAL BUREAU OF INVESTIGATION

June 12, 1952

Mr. Verton R. Anderson  
Federal Bureau of Investigation  
478 Federal Building  
San Antonio 6, Texas

Dear Mr. Anderson:

Thank you for your suggestion of June 2, 1952, relative to the preparation of assignment cards in quadruplicate. Careful study has been given to your idea and it was concluded that the disadvantages outweigh the advantages which would be derived.

Although your suggestion will not be adopted in this particular instance, I did want to express my appreciation for your thoughtfulness in making your observations available. If other ideas come to mind which you believe would result in economy or greater efficiency, please feel free to submit them.

Sincerely yours,

J. Edgar Hoover

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Candy \_\_\_\_\_

cc-SAC, San Antonio

(SUGGESTION #257-52)

EDM:dmg

96 JUN 19 1952

RECEIVED READ NO. 1111  
JUN 12 3 57 PM '52

JUN 13 9 32 AM '52

JUN 13 1952  
COMM-FBI

1. Agency and organizational designations <b>U.S. Department of Justice Federal Bureau of Investigation</b>					2. Pay <b>Field</b>		3. Block No.		4. Slip No. <b>26323</b>	
5. Employee's name (and social security account number when appropriate) <b>MR. MERTON R. ANDERSON</b>					6. Grade and salary <b>GS 3, \$2950</b>					
<b>PAY ROLL CHANGE DATA</b>										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:						11. Appropriation(s)			12. Prepared by	
									13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase										
14. Effective date <b>6-22-52</b>	15. Date last equivalent increase <b>6-24-51</b>	16. Old salary rate <b>\$2950</b>	17. New salary rate <b>\$3030</b>	18. Performance rating is satisfactory or better.						
				(Signature or other authentication)						
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):				(Check applicable box in case of excess LWOP)						
Period(s):				<input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.						
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP				<div style="text-align: center; font-size: 1.5em; margin-bottom: 10px;">86 JUN 20 1952</div> <div style="display: flex; justify-content: space-between;"> <span><b>JW:mm</b></span> <span>Initials of Clerk</span> </div>						
STANDARD FORM NO. 1126d—Revised Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 102				<b>PAY ROLL CHANGE SLIP—PERSONNEL COPY</b>						

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date February 29, 1952

To: DIRECTOR, FBI

From: Merton R. Anderson, Clerk

Field Office or Division San Antonio

SUGGESTION: The Manual of Rules & Regulations, Sec. 13-1 Teletypes - 1b states "All teletype messages shall carry a priority in the heading either "Urgent" or "Deferred." The writer suggests the following abbreviations to be used in stating this priority:

Urgent - - - - - "Urg"  
Deferred - - - - - "Def"

Its advantages are: The San Antonio Field Division sends approximately ten teletype messages per day. Each alphabetical letter sent from this division to the SOG costs about 3/4 of 1¢. In the interest of economy it would appear that the saving to the Bureau would be about nine dollars per month, or a total of one hundred eight dollars per year from this field division alone. If this figure was to be multiplied times the fifty-two field offices and to that add the SOG, a material saving could be effected. I am cognizant of the fact that the minimum charge for a teletype is for three minutes.

It should save at least \$\_\_\_\_\_ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

See attached.

(Signature)

Special Agent in Charge  
(Title)

26 APR 8 1952

Comments and recommendation of SAC:

It appears that Mr. Anderson's suggestion would save some money and of course, would save a slight amount of time in sending each teletype. The cost of sending these two words would be very small since few teletype messages exceed three minutes and we are charged for three minutes whether we use it or not. The time saved on the part of the stenographer in typing the teletype and the teletype operator in sending the teletype would over a period of time be appreciable. It is suggested that his suggestion be given consideration.

*Suggestion  
# 175-52*

JHM:DNB

CLERICAL PERSONNEL - SAN ANTONIO OFFICE

NAME	POSITION	OFFICES OF REFERENCE	EXAMINATION GRADES		Tele- type	INTERVIEWED	
			Steno	Typing		By	Date
✓ Anderson, Merton R.	Clerk	SA				FCB	3/26/52
✓ Brinkmeyer, Margaret W.	Typist	SA		95		FCB	3/26/52
✓ Busby, Mrs. Dorothy	Steno	SA, HO, DL	97	95		FCB	3/26/52
Crews, Anne	Asst. C.C.		(at Bureau for Special School)				
✓ David, Mary B.	Clerk	SA			100	FCB	3/26/52
✓ Dunn, Mrs. Muriel K.	Steno	SA	94	95		CRC	3/25/52
✓ Entzenberger, Mrs. Evelyn	Steno	SA	94	100		CRC	3/25/52
✓ Farrell, C. Maxton	Clerk	CE, NF				CRC	3/26/52
✓ Farrell, Mrs. Nellie H.	Clerk	CE, NF				CRC	3/26/52
✓ Insaill, Mary Jane	Typist	SA	75	99		HED	3/27/52
✓ Johnson, Mrs. Lucille M.	Steno	SA	100	100		HED	3/27/52
✓ Lambrecht, Catherine A.	Clerk	SA				HED	3/27/52
✓ Lee, Valera A.	Steno	SA	97	100		HED	3/27/52
✓ Lehne, Robert A.	Sp. Emp.	SA				GWK	3/27/52
✓ McGhee, Everett E.	Clerk	SA				GWK	3/27/52
✓ Mundy, Linder G.	Clerk	SA			92	GWK	3/28/52
✓ Murphy, Mrs. Nancy	Steno	DN	97	99		(transferred to DN)	
✓ O'Connell, Joseph E.	R. Op.	CI				JAM	3/25/52
✓ Parma, Edwin F.	Clerk	SA				JAM	3/26/52
CO Rutledge, Mrs. Marguerite	C.C.	SA				BCB	3/28/52
✓ Scarborough, Catherine	P. Steno	WF, SJ, SA	100	94		JAM	3/26/52
✓ Schuetze, Barbara J.	Steno	SA	87	98	79	(annual leave)	
✓ Smith, Barbara Jean	Steno	SA	93	96	87	JHM	3/25/52
✓ Stone, (Patty) <i>Mary Patricia</i>	Clerk	SA			84	JHM	3/25/52
✓ Swope, Mrs. Mary	Steno	SA, CD, PH	100	99		JHM	3/25/52
✓ Swope, William R.	R. Op.	SA				JHM	3/25/52
✓ Willis, Mrs. Josephine M.	Steno	SA	94	95	89	HAO	3/27/52
✓ Windsor, Mrs. Frances C.	Clerk	SA				HAO	3/27/52
✓ Wood, Mrs. Anna Lee	Clerk	SA				HAO	3/27/52
✓ Wright, Josephine M.	Steno	SA	97	98		JLO	3/26/52
✓ Wright, Wilma Jean	Steno	SA	100	93		JLO	3/26/52

BCB - INSPECTOR B. C. BROWN

FCB - SA F. C. BULLARD

CRC - SA C. R. CARSON

HED - SA H. E. DUNLAP

GWK - SA G. W. KITCHEL

JAM - SA J. A. MARTIN

JHM - SA J. H. MERRITT

HAO - SA H. A. ONSGARD

JLO - SA J. L. ORR

INSPECTION REPORT

SAN ANTONIO OFFICE

INSPECTOR B. C. BROWN

March 28, 1952

23

2 APR 18 1952

67-NON RECOMMENDED  
3  
JHM

March 14, 1952

Mr. Vernon W. Anderson  
Federal Bureau of Investigation  
478 Federal Building  
San Antonio 6, Texas

Dear Mr. Anderson:

The Bureau has received your suggestion of February 28, 1952, concerning the possibility of abbreviating the priority of teletype messages.

This matter has received careful consideration and it is believed that the disadvantages outweigh the advantages. Although your idea is not being placed into effect I do not want to let this opportunity pass without expressing to you my appreciation for your interest and initiative. As other thoughts come to mind which you believe would help the Bureau please submit them.

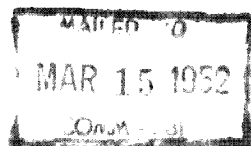
Sincerely yours,

J. Edgar Hoover

cc: SAC, San Antonio

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Kosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

EDM: ATP



11 MAR 21 1952

RECEIVED  
MAR 14 6 42 PM '52

*[Handwritten signatures and initials]*



5  
SAC, SAN ANTONIO

February 19, 1952

DIRECTOR, FBI (67-241451)

MERTON R. ANDERSON  
Clerk

CONFIDENTIAL

Reurmemo 1/23/52, recommending that Mr. Anderson be re-allocated to GS-4, evidently as a Security Patrol Clerk.

You pointed out that the volume of clerical work on the night shift (4:30 p.m. to 12:30 a.m.) was such that one clerk could not handle it and that, consequently, Mr. Anderson should be assigned with the Security Clerk already working that shift.

The Bureau has no objection to your assigning additional personnel, as needed, to the night shift. The Bureau probably will be unable, however, to approve the reallocation of more than one employee to Grade GS-5 as a Security Patrol Clerk on that shift because the element which raises the position to Grade GS-5 is that of possessing primary responsibility for security of the office during the majority of the incumbent's tours of duty. In the absence of very unusual circumstances, it is impossible to justify the joint assignment of two Grade GS-5 Security Patrol Clerks to the same shift.

The Bureau is aware that you are not recommending Mr. Anderson for reallocation to Grade GS-5 but rather for reallocation to Grade GS-4. The above comments are intended as background to the Bureau's memorandum of 1/10/52, which you referred to and which was intended to indicate that it did not appear justifiable for your office to have more than three Security Clerks, as such.

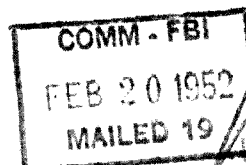
With respect to reallocating Mr. Anderson on the security-clerk theory, therefore, this would appear to be impossible unless there are unusual circumstances which in your opinion warrant an increase in the staff of Security Patrol Clerks. Further, on the basis of the duties you list for him in your memorandum of 1/23/52, the Bureau is unable to approve his reallocation to Grade GS-4 because he appears to be spending the majority of his time on GS-3 work.

In summary then, the Bureau has no objection to your assigning Mr. Anderson to the night shift, but on the basis of the facts in its possession is unable to approve his reallocation to Grade GS-4. Should there be any other pertinent information you think ought to be considered, please forward it.

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Mohr  
Tele. Rm.  
Nease  
Gandy

WEC:rfd:sjh

CC: Rechat  
20 Feb 25 1952  
Wackerman



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1-23-52

FROM : SAC, San Antonio

SUBJECT: MERTON R. ANDERSON  
CLERK

Remylet 12-12-51 recommending that Mr. Anderson be reallocated from Grade GS-3 to Grade GS-4 since he is assigned exclusively to the security shift and is doing the same quantity and quality of work as is being performed by the other security shift clerks. ReBulet 1-10-52 advising that in the Bureau's opinion three security shift clerks were adequate for this office.

If I may respectfully do so, I would like to request that the Bureau reconsider this decision. At the present time the San Antonio Division has 64 Agents, 1 Special Employee and 27 stenographic, clerical and radio communications employees. The work of this office has increased materially in the past few months. Normally there are 14 night shifts to be worked, namely, 7 from 4:30 p.m. to 12:30 a.m. and 7 from 12:30 a.m. to 8:30 a.m. The schedule has been set up whereby one of the security shift clerks would handle the clerical duties between 8:30 and 5:30 on Sundays. This makes a total of 15 shifts which would completely occupy the time of three clerical employees if they could handle the volume of work. It has been found, however, that the volume of work on the shift from 4:30 p.m. to 12:30 a.m. is such that one clerical employee cannot perform the duties assigned. The duties that are assigned to these shifts are those which can more efficiently be handled on a night shift where the clerks are away from the hustle and bustle of the everyday office routine. Mr. Anderson has been assigned along with another security clerk on the 4:30 p.m. to 12:30 a.m. shift. I have personally checked the work on this shift several times and find that quite often the volume of teletypes, telephone calls, mimeographing, etc., makes it necessary for these 4:30-12:30 shift employees to work beyond their regular hours.

There follows an estimate of the amount of time put in by Mr. Anderson in the performance of his duties. The amount of time required in handling each assignment, of course, will vary.

Trash	30 min.
Mail	100 min. ✓
Pending files	50 min. ✓
Closed files	30 min.
Phone (complaints and misc.)	30 to 60 min. ✓
Teletypes	30 to 60 min.
Ticklers	25 min.
File requests	25 min. RECORDED-81
Search for files	30 min.
Mimeograph	40 min.
Addressograph (AO'S, IO'S)	30 min.
Security Patrols	30 min. X

20 FEB 25 1952  
FHM:CS

67-111-1-1	✓
Classified	.....
Excluded	.....
Index	.....
9 JAN 25 1952	
3	

Director, FBI

1-23-52

Mr. Anderson is a most willing worker, is ambitious to progress in the Bureau, uses good judgment in the handling of complaints, phone calls and teletypes, is accurate in the performance of his other duties, and in my opinion, is qualified and should be reallocated to Grade GS-4.

I am also firmly convinced that the office operates more efficiently with two night clerks on the 4:30 p.m. to 12:30 a.m. shift than it would if one of these clerical employees were taken off this shift and placed on the day shift. I recommend that it be continued as it is at present.

The Bureau's consideration will be greatly appreciated.

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

To: Director, FBI

From: Merton R. Anderson, Clerk

Field Office or Division: San Antonio, Texas

SUGGESTION: Every Selective Service Registrant has a Service Serial number and every deserter has an Army, Navy or Marine Serial number. When indice cards are made for classifications 25 and 42, make an additional card for each subject listing the file number, the subject's name, and on the first line at the extreme right list the Service Serial number or Army Serial number as the case may be.

These new cards could be filed numerically, according to the last three digits of each number in a manner identical to that used at the present time in the filing of license numbers and motor numbers.

Its advantages are: It is much quicker to check a number than to check a name, especially when there are so many indice cards having the same subject's name. In the border offices of the Southwest many Mexicans are Selective Service Violators as well as deserters. In the San Antonio office alone there are 22 different indice cards under the name "Juan Perez". A short time ago twenty minutes were consumed by the writer in checking the indices and various files in regard to one Mexican Selective Service Violator. The file in question could have been found in approximately four minutes with this new type of indice card, thereby saving sixteen minutes of working time.

It should save at least \$2000.00 annually per field office.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:  
I do not believe this suggestion would be unusually advantageous. We are presently placing Army serial numbers or Selective Service Nos. on index cards when this information is available. A proper search of the indices therefore should properly identify the individual. I do not recommend that this suggestion be placed into effect.

(Signature)  
Special Agent in Charge  
(Title)

RECORDED

11 FEB 28 1952

ORIGINAL FILE IN 66-2765-2034

PX  
January 14, 1952  
Suggestor #18-52

January 24, 1952

Mr. Merton B. Anderson  
Federal Bureau of Investigation  
478 Federal Building  
San Antonio 5, Texas

Dear Mr. Anderson:

The Bureau has received your suggestion of January 14, 1952, concerning the preparation of index cards in Selective Service and Deserter cases. The thoughts which you expressed have been carefully studied at the Seat of Government and it is believed the disadvantages attendant to the proposal outweigh the benefits which would be gained. Unfortunately, the Bureau will be unable to put your idea into effect, but wishes to express its appreciation for your initiative in submitting your views as you did.

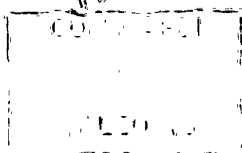
Sincerely yours,

J. Edgar Hoover

cc-SAC, San Antonio  
(SUGGESTION #18-52)

EDM:DMG

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



JAN 25 9 51 AM '52

S. B. H. OF 12/24/52

RECEIVED

RECEIVED READING ROOM  
JAN 24 7 55 PM '52  
F B I  
U. S. DEPT. OF JUSTICE

# FEDERAL BUREAU OF INVESTIGATION

## UNITED STATES DEPARTMENT OF JUSTICE

### REPORT OF PERFORMANCE RATING

Name of Employee: MERTON R. ANDERSON

Where Assigned: SAN ANTONIO  
(Division)

(Section, Unit)

Payroll Title: CLERK

Rating Period: from October 1, 1951 to December 12, 1951

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

MR.A.

Rated by:

L.H. McIntire  
Signature

Special Agent in Charge  
Title

12-12-51  
Date

Reviewed by:

W.R. Gavin  
Signature

Assistant Director  
Title  
Federal Bureau of Investigation

Date

Rating approved by:

Signature

Title

Date

#### TYPE OF REPORT

RECORDED

( ) Official

( ) Annual

(x) Administrative

( ) 60-day

( ) Transfer

( ) Separation from service

(x) Special

**0 JAN 22 1952**

34

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

(For use as attachment to Performance Rating Form No. FD-185)

### RATING GUIDE AND CHECK-LIST

**Guide for determining adjective rating:**

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- Outstanding, Satisfactory, Unsatisfactory



San Antonio, Texas  
December 12, 1951

Re: MERTON R. ANDERSON, Clerk  
Special Performance Rating

Mr. Anderson continues to present a very good personal appearance, has a pleasing, friendly personality, gets along very well with fellow employees and is very serious in his approach to his work.

He has during the period of this report been assigned to the security shift exclusively. He has very diligently pursued his responsibilities, has developed a very good knowledge of his duties, is extremely industrious and has produced a good volume of work. His work has been of a very high caliber, his errors have been very few and of a minor nature. He accepts the responsibilities of the security shift and discharges them with a minimum of supervision. For a clerical employee in Grade GS-3 I feel he is entitled to a rating of Satisfactory.

Read and initialed:

SMR A

FHM:cs

67-241451-33  
SAC, San Antonio

January 10, 1952

Director, FBI

CONFIDENTIAL

Merton R. Anderson  
Clerk

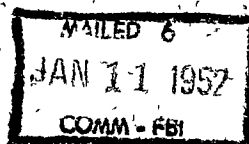
Reurmemo 12-12-51, recommending the promotion of the above employee from Grade GS 3 to Grade GS 4, inasmuch as he is assigned exclusively to the Security shift, and is doing similar quantity and quality of work as the other employees on this shift who are all in Grade GS 5.

As you know there are three employees in your office who are assigned to the Security shift which number is believed adequate for the size of your office. Therefore, Mr. Anderson should not be assigned to the Security of the office except perhaps on the relief shift for the other clerks.

In order to permit the Bureau to consider the captioned employee's eligibility for promotion to Grade GS 4, it is desired that you submit a specific report concerning the nature of the duties being performed by Mr. Anderson and the approximate division of his time between these duties.

MJR/cfw  
*shw*

Mr. Tolson \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Belmont \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Laughlin \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_  
*20 JAN 11 1952*



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 12-12-51

FROM : SAC, San Antonio

SUBJECT: MERTON R. ANDERSON  
CLERK

Reference is made to the attached special efficiency report. This report is being submitted to show the quantity and quality of work being performed by Mr. Anderson. At the present time he is assigned exclusively to the security shift. The other employees on this shift are all in Grade GS-5 and are doing similar quantity and quality of work as Mr. Anderson and I therefore feel he should be considered for re-allocation from Grade GS-3 to Grade GS-4.

/Attach.

FHM:cs

R. ENG

24 ✓  
Semi 1-3-51  
mjr

Let to SAC  
1-10-52  
mjr

22 JAN 18 1952

67-277

DEC 12 1951

# FEDERAL BUREAU OF INVESTIGATION

## UNITED STATES DEPARTMENT OF JUSTICE

### REPORT OF PERFORMANCE RATING

Name of Employee: 0 MERTON R. ANDERSON

Where Assigned: SAN ANTONIO (Division) \_\_\_\_\_ (Section, Unit)

Payroll Title: CLERK

Rating Period: from March 26, 1951 to September 30, 1951

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

MRA

Rated by:

G. H. McIntire  
Signature

Special Agent in Charge  
Title

9-30-51  
Date

Reviewed by:

Signature

Title

Date

Rating approved by:

W. R. Glavin  
Signature

Assistant Director,  
Federal Bureau of Investigation  
Title

OCT 15 1951  
Date

#### TYPE OF REPORT

(X) Official

(X) Annual

( ) Administrative

( ) 60-day

( ) Transfer

( ) Separation from service

( ) Special

86

W. R. Glavin

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.

UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR NON-INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MERTON R. ANDERSON Title CLERK  
 Rating Period: from 3-26-51 to 9-30-51

## RATING GUIDE AND CHECK-LIST

**Note:** Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
= Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- |   |  |
|---|--|
| <p><u>✓</u> (1) Personal appearance.<br/> <u>✓</u> (2) Personality, including effectiveness of personal contacts.<br/> <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/> <u>✓</u> (4) Physical fitness (including health, energy, stamina).<br/> <u>+</u> (5) Resourcefulness and ingenuity.<br/> <u>✓</u> (6) Forcefulness and aggressiveness as required.<br/> <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.<br/> <u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.<br/> <u>+</u> (9) Accuracy and attention to pertinent detail.<br/> <u>+</u> (10) Industry, including energetic consistent application to duties.<br/> <u>✓</u> (11) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/> <u>✓</u> (12) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.<br/> <u>✓</u> (13) Technical or mechanical skills.</p> | <p><u>✓</u> (14) Organizational interest, such as making of suggestions for improvement.<br/> <u>✓</u> (15) Ability to work under pressure.<br/> <u>0</u> (16) Supervisory ability:<br/> <u>0</u> (a) Leadership<br/> <u>0</u> (b) Ability to handle personnel<br/> <u>0</u> (c) Planning<br/> <u>0</u> (d) Making decisions<br/> <u>0</u> (e) Assignment of work<br/> <u>0</u> (f) Training subordinates<br/> <u>0</u> (g) Devising procedures<br/> <u>0</u> (h) Emotional stability<br/> <u>0</u> (i) Promoting high morale<br/> <u>0</u> (j) Getting results<br/> <u>✓</u> (17) Planning ability and its application to the work.<br/> <u>—</u> (18) Miscellaneous. Specify and rate:<br/> <u>—</u><br/> <u>—</u><br/> <u>—</u></p> |
|---|--|

A. Describe general nature of assignment during most of rating period (such as typing, stenography, secretarial, radio operating, translating):

Clerical, security patrol shift

B. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-150

To: COMMUNICATIONS SECTION.

AUGUST 14, 1951

Transmit the following message to:

SAC SAN ANTONIO

URGENT TELETYPE

SERGEANT WILLIAM BRYANT SUMNER, USMCR FIVE SEVEN FOUR ONE EIGHT  
FOUR. USMC HEADQUARTERS ADVISED SOG AUGUST FOURTEEN, FIFTY ONE,  
DEATH MESSAGE AUTHENTIC.

HOOVER

CDD:dm

3 SEP 4 1951

31

RECEIVED  
F B I  
U S DEPT OF JUSTICE  
AUG 14 3 10 PM '51

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

SENT VIA \_\_\_\_\_

Per \_\_\_\_\_

4-42a

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Alden \_\_\_\_\_  
Belmont \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_

12:42 AM

URGENT

CYS

3 SEP 4 1951

If the intelligence contained in the above message is to be disseminated outside the Bureau, it is suggested that it be suitably paraphrased in order to protect the Bureau's cryptographic systems.